ANNEXURE.

List of Heads of Departments to whom certain financial powers have been delegated by Government.

(*Vide* APPENDICES A AND B).

1. Revenue Commissioner.
2. Superintendent, Revenue Survey.
3. Conservator of Forests.
4. Excise Commissioner.
5. Commissioner of Income-tax.
6. Commissioner of Stamps.
7. Inspector-General of Registration.
8. Comptroller.
9. Muzrai Commissioner.
10. Chief Court.
11. Inspector-General of Prisons.
12. Inspector-General of Police.
13. Senior Surgeon.
14. Sanitary Commissioner.
15. Chief Engineer.
16. Chief Electrical Engineer.
17. Inspector-General of Education.
18. Director of Agriculture.
19. Do of Industries and Commerce.
20. Chief Commandant.
21. Mysore University.
22. Agent, Mysore Railways.

		(c) To sanction losses under stock within a limit of Rs. 500 in each case subject to the condition that the total value of stock so sanctioned does not exceed Rs. 2,000 a year.	
10	Inspector-General of Education.	To write off, in the accounts of the Government Book Depot, books, which are Government publications, supplied to Government offices under competent authority.	G. O. No. 2286-334—Edn. 70-15-2, dated 20th November 1915.
11	Director of Industries and Commerce.	To authorise the write off of irrecoverable arrears in connection with Industrial concerns under his control up to a limit of Rs. 50 in each individual case.	G. O. No. I. C. 473-4—I. & C. 135-20-43, dated 23rd July 1921.
	Do (Workhop)	To dispose of losses in Tools and Plant up to a limit of Rs. 200 in each case.	G. O. No. 852-78—P. W. 4831-57, dated 7th May 1917.
12	Chief Commandant ..	(a) To write off minor items of advances not exceeding Rs. 10 each.	G. O. No. I. 3593-4—Mily. 95-18-1, dated 16th August 1918.
		(b) To write off shortages in straw purchased and issued to the several units up to one per cent.	G. O. No. G. 3359-60—Mily. 14-25-4, dated 5th November 1925.

Form 1. (old 2.)

Article 3.

Acknowledgment for receipt of money.

Book No..... Office of the.....

Receipt No..... Station.....

Date.....

Received from.....

Rs.....

on account of.....

.....

.....

Initials of Cashier.

Initials of Head of office.

Book No..... Office of the.....

Receipt No..... Station.....

Date.....

Received from.....

Rupees.....

on account of.....

.....

.....

Cashier.

Head of office.

INSTRUCTIONS.

(*To be printed on the wrapper of the receipt book.*)

(1) Every Government officer receiving money on behalf of Government must give the payer a receipt.

(2) The receipt forms are in books of 100 each, provided with serial machine numbers and a book number, which also appears on each receipt and its counterfoil. The receipt books which are obtained from the Superintendent, Government Printing, Bangalore, should be carefully kept under lock and key in the personal custody of a responsible officer.

Form 2 (old 3.)
Article 5.

Chalan for payment of money into the Treasury.

DUPLICATE.

This Receipt is not binding or valid on Government unless it is signed by the (1) Accountant / Sheristhedar and (2) Treasurer, or Treasury Officer for Rs. 500 and upwards / Shroff

in District / Taluk Treasury.

Chalan for payment of money into the Treasury at.....

No.....

By whom paid	On what account	Head of account in the Treasury accounts	Amount Rs. a. p.
		Total (in words and figures).	

Date.....19 . Signature of Remitter.

Received Rupees.....and credited under.....(*vide* item No. of subsidiary register for.....)

The Treasury.....19 . Treasurer / Shroff, Entered. Head Accountant / Nagadi Gumastha. Treasury Officer.

(Initials of)

ORIGINAL.

This Receipt is not binding or valid on Government unless it is signed by the (1) Accountant / Sheristhedar and (2) Treasurer, or Treasury Officer for Rs. 500 and upwards / Shroff

in District / Taluk Treasury.

Chalan for payment of money into the Treasury at.....

No.....

By whom paid	On what account	Head of account in the Treasury accounts	Amount Rs. a. p.
		Total (in words and figures).	

Date.....19 . Signature of Remitter.

Received Rupees.....and credited under.....(*vide* item No. of subsidiary register for.....).

The Treasury.....19 . Entered.

(Signature of) Treasurer / Shroff. Head Accountant / Nagadi Gumastha. Treasury Officer.

INSTRUCTIONS.

(To be printed on the back of the form.)

(1) Any person paying money into a Government Treasury will present with it a memorandum (chalan) which will show distinctly the nature of payment, the person or officer on whose account it is made and the head of account in the Treasury accounts to which the amount has to be credited, and will thus contain all the information necessary for the preparation of the receipt to be given in exchange.

(2) The chalan should be presented, in duplicate. One copy will be returned to the tenderer, duly signed as a receipt, and the other retained in the treasury for record.

(3) Receipts for sums less than Rs. 500 do not require the signature of the Treasury Officer but only of the Accountant and the Treasurer, except receipts for money paid for service stamps, which should always be signed by the Treasury officer. Receipts given by a taluk Treasury will be signed by the Shroff, the Nagadi Gumastha and the Sheristhedar.

Form 3 (old 3A).

Article 7.

Chalan for payment of money by cheques into the Treasury.

DUPLICATE.

(To be retained at the Treasury).

Chalan for payment of money by cheques into the Treasury at.. .....

.....

No.....

The person or officer on whose account payment is made and his postal address	Nature of payment	Head of account in the Treasury accounts, to which the amount of the cheque has to be credited as soon as the cheque is cleared	Particulars of cheque		
			No.	Amount	Bank drawn upon
		Total (in words and figures).			

Date.....19 . Signature of Remitter

Received the above mentioned cheques and amounts thereof credited under "Cheque Suspense" in the Treasury Accounts (*vide* item No.).

.....Treasury.
The.....19 .

Treasurer Treasury Officer

ORIGINAL.

(To be given or sent to the payer).

Chalan for payment of money by cheques into the Treasury at... .....

.....

No.....

The person or officer on whose account payment is made and his postal address	Nature of payment	Head of account in the Treasury accounts to which the amount of the cheque has to be credited as soon as the cheque is cleared	Particulars of cheque			Particulars of intimation of credit by the Treasury	
			No.	Amount	Bank drawn upon	Date	Amount
		Total (in words and figures).					

Date..... 19 . Signature of Remitter.

Received the above mentioned cheques and amounts thereof credited under "Cheque Suspense" in the Treasury accounts, (*vide* item No.). The amount realised from each cheque and the date of credit will be intimated as soon as advice of credit is received from the Comptroller.

.....Treasury.
The..... .....19 .

Treasurer Treasury Officer

INSTRUCTIONS.

(To be printed on the back of the form.)

(1) Cheques on Banks received by Government Officers should be forwarded to the District Treasury to which they usually make remittances endorsed in favour of the officer in charge of the Treasury accompanied by a chalan in this form.

(2) In the chalan all the particulars relating to the cheques should be filled in by the remitting office.

(3) The District Treasury Officer will acknowledge the receipt of the cheques and intimate the date of clearance and the amount credited to Government account, the charges incurred, if any, in clearing and in case of any of the cheques having been dishonoured, particulars of such dishonoured cheques.

(For procedure to be followed by Treasury Officers in such cases, *vide* Article 347 M.C.A.C. Vol II).

NOTE.—No cheques should be sent to the Comptroller direct for realisation.

Form 4.

Article 18.

PAYEE'S RECEIPT.

Received this.....day of .....19 from the officer in charge of $\frac{\text{Taluk}}{\text{District}}$ Treasury .....

Voucher No. List of Payments for 192 .

.....the sum of Rs..... (Rupees.....) on account of .....

Authority under which drawn..... .....

Station..... Payee's signature.

Receipt Stamp for sum above Rs. 20.

Date.....

Address, Occupation or Designation of the Payee.....

			For use in Comptroller's Office.
Examined and Entered.	Pay Rs.....	Major Head	Admitted.....
		Minor Head	Objected to.....
		Detailed Head	*Vide* reasons overleaf.....

Treasury Acctt. Treasury Officer. Auditor. Superintendent. Gaz. Officer.

INSTRUCTIONS.

(To be printed on the back of the form.)

(1) This form should be used for drawing money from the Treasury for advances and other miscellaneous items of expenditure, for which no special form is prescribed.

(2) The authority under which the amount is drawn should invariably be quoted and copies of sanctions duly certified by a responsible officer should be attached.

Form 5.

Article 41.

Statement of Fees, Fines, etc., realised in the Court of the ..... of ..... and remitted to the ..... Treasury during the month of ..... 192 .

Date of receipt in Court	Courts of Law				Stamps		Total	Remarks	Date of remittance to Treasury
	Sale proceeds of unclaimed and escheated property	Recovery on account of pauper suits	Fees, fines and forfeitures	Miscellaneous	Duty on impressing unstamped and insufficiently stamped documents	Fines, penalties and miscellaneous			
1	2	3	4	5	6	7	8	9	10
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		

Station.....

Date.....

Signature of Judge or other presiding Officer.

INSTRUCTIONS.

(*To be printed on the back of the form.*)

(1) A monthly return of all fines realised and of all remittances of fines to the Treasury should be transmitted by every Court having the power to fine, to the Comptroller, through the District Treasury.

(2) A Court dealing with a Taluk Treasury should send with the last remittance credited in the Treasury accounts of the month, its office copy of the fine statement for the month in order that the amounts entered therein may be verified by the Taluk Treasury Officer (by reference if necessary to the dates entered in the last column of the statement) who, if the amount is correct, should simply initial it and if not should note the difference. But where a Court deals with more than one Taluk Treasury, the office copy instead of being sent to the several Taluk Treasury Officers, should be sent after the close of the month to the District Treasury Officer for verification.

(3) When no fees or fines have been collected in any month "Nil" statements should invariably be submitted to the Comptroller.

(4) A fine realised in one District on account of another should not be remitted by means of a Remittance Transfer Receipt, but should be treated, for the purpose of the fine statement, as if it had been imposed in the Court in which it is realised, and an advice of the recovery sent by the realising Court to the Court which inflicted the fine, the name of the Court to which it relates being also noted in the fine statement against the credit. The Court which inflicted the fine should, on receiving the intimation, note in its statement the amount of the fine so advised and the name of the Treasury to which it was paid.

Form 6.

Article 41.

Statement of Fees, Fines, etc., received in the .....Treasuries of.....District from the several Local Courts during the month of .....19 . and credited in the Treasury Account for the month.

Names of Courts	Courts of Law				Stamps		Total	Remarks
	Sale proceeds of unclaimed and escheated property	Recoveries on account of pauper suits	Fees, fines and forfeitures	Miscellaneous	Duty on impressing unstamped and insufficiently stamped documents	Fines, penalties and miscellaneous		
1	2	3	4	5	6	7	8	9
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	

District Treasury.....

The 19 .

Officer in charge of Treasury.

INSTRUCTIONS.

(*To be printed on the back of the form.*)

This statement should be written up monthly from the Treasury subsidiary registers and sent with the monthly treasury account to the Comptroller, accompanied by statements received from the several Courts.

Form 7 (old 8)

No. **Article 49. No.**

LAST PAY CERTIFICATE OF .....

proceeding to ..... to join the appointment of or to officiate as ..... on duty .....

He has drawn pay as .... at the rate of Rs.....a month, acting allowance as..... at the rate of Rs.....a month less the deductions shown below up to the .....and to no later date. He made over charge of the office of..... .....on the after/fore noon of the.....

.....No recoveries
The recoveries noted on the reverse. } are to be made from the pay of the Officer

Memorandum of Income-tax deductions is appended.

Deduction.	Rs. a. p.
Life Insurance Premium (Official Branch) Policy No.....	
Do (Public Branch) ,, ...	
State Provident Fund Account No.....	
House rent.....	
Income-tax.....	

Dated at ..... | Signature.

The .....19 . | Designation

LAST PAY CERTIFICATE OF .....

proceeding to ..... to join the appointment of or to officiate as ..... on duty .....

He has drawn pay as ....at the rate of Rs.....a month, acting allowance as..... at the rate of Rs..... ...a month less the deductions shown below up to the..... .....and to no later date. He made over charge of the office of..... ..... on the after/fore noon of the.....

.....No recoveries
The recoveries noted on the reverse } are to be made from the pay of the officer.

Memorandum of Income-tax deductions is appended.

Deductions	Rs. a. p.
Life Insurance Premium (official Branch) Policy No.....	
Do (Public Branch) ,, ...	
State Provident Fund Account No.....	
House rent.....	
Income-tax.....	

Dated at .... | Signature.

The.....19 . | Designation.

277

Form 7 (overleaf.)

Details of Recoveries

No.	Nature of Recovery	Amount of original advance	Month of advance	Treasury at which drawn	Balance to be recovered	How to be recovered
1	State Provident Fund advance.					
2	House building advance.					
3	Motor car-cycle advance.					
4	Advance on transfer.					
5	.....					
6	.....					
7	.....					

To be filled up in the *Office in which pay* is drawn after transfer.
Assumed charge of the office of .....
On the after/fore noon of the .....

* *N. B.*—Certified that the officer did not travel on Sundays and on the holidays specified below included in the joining time.

1. Sundays on .....
2. Holidays on ..... } Total .....

Dated at ..... } Signature.

The.....19 . } Designation.

* This certificate with details should be furnished whenever Sundays or other holidays are availed of in addition to the full preparation and joining time admissible under the rules.

Details of Recoveries

No.	Nature of Recovery	Amount of original advance	Month of advance	Treasury at which drawn	Balance to be recovered	How to be recovered
1	State Provident Fund advance.					
2	House building advance.					
3	Motor car-cycle advance.					
4	Advance on transfer.					
5	.....					
6	.....					
7	.....					

To be filled up in the *office in which* pay is drawn after transfer.
Assumed charge of the office of .....
on the after/fore noon of the.....

* *N. B.*—Certified that the officer did not travel on Sundays and on the holidays specified below included in the joining time.

1. Sundays on .....
2. Holidays on ..... } Total .....

Dated at ..... } Signature.

The .....19 . } Designation.

* This certificate with details should be furnished whenever Sundays or other holidays are availed of in addition to the full preparation and joining time admissible under the rules.

INSTRUCTIONS.

(To be printed on the wrapper of the book).

(1) An officer drawing salary for the first time from any Treasury should present with his salary bill a last pay certificate, unless he is a newly appointed officer, drawing his pay for the first time.

(2) The last pay certificates of Gazetted and other officers who draw their own bills are issued by the Treasury Officer (Comptroller or other Audit Officer in the case of officers whose bills are subject to preaudit).

(3) The Head of an office should give a last pay certificate to an officer of his establishment who is transferred or deputed to another establishment or who is discharged on pension.

NOTE. When the Head of an office is himself a non-gazetted officer, he should not sign his own last pay certificate but obtain one from the relieving officer.

(4) A last pay certificate should be given even when a subordinate is transferred from one establishment to another under the same officer.

(5) A last pay certificate should be attached to the establishment or salary bill wherein the pay is drawn for the first time after transfer.

(6) In the case of an Officer discharged on pension, the certificate should accompany the application for pension, unless the applicant is continued in the service, after submission of his pension application; in which case the Comptroller, in issuing orders for payment, will direct that no payment is to be made until the certificate is produced.

(7) An Officer whose duty requires him, to travel about on inspection should ordinarily take with him a last pay certificate to enable him to draw from the nearest treasury within his circle of jurisdiction such portion of his salary as may be entered in it at his request, the balance if any being drawn at his head quarters.

(8) The form provides for noting details of deductions for Insurance, etc. The Treasury or other officer issuing the last pay certificate is responsible not only for entering in the certificate all demands against the departing officer of which he may have received notice before granting the certificate, but also for passing on any demands of which he may afterwards receive notice to the Treasury or office from which the officer will in future draw pay. In all cases of transfer the last pay certificate should specify the last regular or monthly payment; and the entire salary for the month in which transfer is made should be drawn in the new office or treasury.

(9) The blank spaces in the printed form of the certificate should be carefully filled up to enable the Comptroller to use and record the particulars without further reference.

(10) The last pay certificate of an officer who is transferred or is proceeding on leave should not be issued until the date and hour of making over charge are known to the Treasury or other Officer who has to issue the certificate.

(11) Amounts recoverable under attachment orders on the Treasury Officer should not be noted on the last pay certificate of an officer transferred to another district. In such cases the procedure laid down in Article 49, should be followed. The last pay certificate of non-gazetted officer issued by the Head of the Office should however specify the amount recoverable from the officer under an attachment of salary by a Court of Law, the attachment order being passed on to the Head of the Office to which the Officer is transferred.

(12) The date (and hour) on which the officer assumed his duties should be invariably noted in the last pay certificate itself by the Head of the Office to which he is transferred in the space provided therefor. A certificate to the effect that the officer did not travel on Sundays or other holidays included in the joining time should be furnished whenever such holidays are availed of in addition to the full preparation and joining time admissible under the rules.

(13) In order to facilitate the preparation of the Annual Income-tax returns, the Treasury officer should, when issuing a last pay certificate to Gazetted or other Officer, attach to it a memorandum of income-tax deductions in the prescribed form giving the information worked up to the date of last payment made. Similarly, in the case of non-gazetted officers whose pay is drawn on establishment bills, the above memorandum should be prepared by the Head of the office and attached to the last pay certificate of the officer under transfer.

Form 8 (old 47).

Article 50.

Register of Powers of Attorney, Probates, Certificates, etc.

Serial No.	Date of registry	Date of document	Name of principal	To whom granted	Description	Limitation of power

1. Separate pages should be reserved for separate initials and the entries under each initial should have a separate series of numbers.

2. In the case of probates, etc., and orders of court, the name of the court, and any number it may have assigned to its order may, with advantage, be noted in the column "Date of document."

Form 9.

Article 53.

APPLICATION FOR EUROPE FAMILY REMITTANCE.

STATION.....

DATED.....192

FROM

TO

THE COMPTROLLER TO THE GOVERNMENT
OF MYSORE.

SIR,

With reference to Article 53 of the Mysore Civil Account Code Vol. I, I have the honor to request that you will be so good as to instruct the Bankers at London, to pay to the party noted in the margin who is related to me as....., the sum of £..... being the equivalent, at 1s. 6d. per rupee, or at the current rate of exchange, if such rate is higher than 1s. 6d. per rupee of Rs..... remitted in cash to the Treasury at / deducted from my pay bill for the month of .....

The payment asked for is on account of my family remittance which I certify is *bona fide* for the support / education of my family dependent on me in England.

I have the honor to be,
Sir,
Your most obedient servant,

TREASURY OFFICER'S CERTIFICATE.

Certified that the sum of Rs.....
has been received in cash and credited in the Treasury accounts / deducted from the pay bill of the officer for .....
.....19.. cashed
on.....19... to "Europe Family Remittances."
on.....19...

Treasury Officer,

Dated.....192 .....District.

INSTRUCTIONS.

(To be printed on the back of the form.)

1. An officer belonging to the Mysore Local Service will be permitted to make family remittances to England at a special privileged rate of exchange at 1s. 6d. the rupee or at the current rate of exchange if such rate is higher than 1s. 6d. per rupee provided that such remittances shall in no case exceed one-half the officer's monthly salary or a maximum limit of Rs. 15,000 per annum.

2. Europeans not being lent officers or British pensioners, who are in the independent employ of the State are also entitled to make family remittances.

3. Officers while on privilege leave, whether they draw their pay in India or in England are allowed the benefit of making family remittances at the concessional rate.

4. Family remittances at the privileged rate of exchange cannot be allowed to accumulate for more than one month. But if owing to absence on tour or other good cause shown to the satisfaction of the Comptroller any officer has been unable to make his family remittance during any one month or during two consecutive months, he may be allowed to remit the same with his remittances for the next month subject to the prescribed maximum, certificate and other conditions.

5. An officer should apply for family remittances at the privileged rate only when such remittances are actually required for the *bonafide* support, or education of the members of his family entirely dependent on him.

Note.—The term "Family" includes the officer's wife, his legitimate and step children residing with and wholly dependent on him; and also his parents, sisters nephews and brothers, if wholly dependent on him.

6. Remittance at the privileged rate is admissible only when such member or members actually reside out of India in a country with gold coinage.

7. Applications for family remittance will be sent in the prescribed form and with the treasury credit certificate to the Comptroller who will arrange for it with Messrs. Coutts & Co., London.

8. In the application for a family remittance, the name of the particular member or members of the family for whose support or education the remittance is desired and their relationship to the officer should be entered.

Form 10 (New).

Article 54.

Statement of rent deducted in the establishment bill of.....for the month of 19 .

Locality	Name of building	Name of occupant and designation	Monthly salary of occupant			Amount of rent recovered			Remarks (Where a full month's rent is not paid, particulars of the broken period for which part payment is made and the reason therefor should be noted in this column.)
			Rs.	a.	p.	Rs.	a.	p.	

Station.....
Dated.....

Signature of the Head of the Office.

(NOTE.—Government accepts no responsibility for any fraud or mis-appropriation in respect of money on cheques or bills made over to a messenger).

Form 11. (old 10 and 10 A.)

Article 58.

Gazetted Officer's Salary Bill.

Name..... .....Audit No.....

Designation ....

FOR USE IN DISTRICT TREASURY.

District..... .
Voucher No..... ...
I or II list of payments
Month.....192 .

	Monthly rate			Amount		
	Rs.	a.	p.	Rs.	a.	p.
Received for the month of..... ....19 .						
My pay as.....						
Acting allowance.....						
Duty Allowance						
Deputation allowance.....						
Local allowance						
House rent.....						
Fixed travelling allowance.....						
Conveyance allowance						
Total claim Rupees.....						

Less deductions noted below :—

Nature	Amount Rs.	a.	p.	Nature	Amount Rs.	a.	p.
1 Premium for State Life Insurance on Policy No.....				7 Objection book Advance.			
2 Do Public Insurance on Policy No.....				8 House building advance.....			
3 State Provident Fund subscription Account No.....				9 Loan scholarship or other Educational advances.....			
4 Do Refund of withdrawal.				10 Motor car advances.			
5 Income-tax on Rs.....				11 Do interest on balance of Rs.....			
6 House rent.				12 Other deduction (to be specified).....			
				Total deductions.			

Net amount payable (in words) Rupees..... ....

*If more than one policy is held the number of only the first policy need be noted.

Debit (Gross Amount) Rs...
Major Head..... .....
Minor Head..... ....
Sub Head .....
Detailed Head.....

Less credits Amount
Life Ince. Fd.
Provdt. Fd. ...
Income-tax ...
H. B. Adv. ...
Motor car adv. .....
Net Amt. paid ...
Total ...

Payable at..... ..... Treasury by cheque / in cash

on.....Bank.
Passed for Rs. ( ) Rupees.....
Auditor Supt., Asst. Comptroller,

Dated.....19 .
Paid stamp.

Contents received.

Space for Stamp

Signature and designation.

Date.....Station..... ...
Please pay to..... .....
Signature and designation.

Contents received.
Banker or Agent.

Pay Rs..... .. ..

Treasury Officer.
Accountant.

Dated.....19 .

INSTRUCTIONS.

(*To be printed on the back of the form.*)

1. An officer proceeding on or returning from leave or deputation should send to the Comptroller a certificate of transfer of charge in the prescribed form before presenting his bill for payment at any treasury.

2. A salary bill may be enfaced to a Banker or other recognised Agent and submitted for collection through such Banker or Agent. This will obviate the necessity of the officer concerned attending in person or by messenger, as payment may then be made direct to the Banker or Agent.

3. An officer presenting his salary bill to the Comptroller for pre-audit and payment may ask for payment by a cheque on the Bank of Mysore or the Imperial Bank of India, Bangalore, in which case, he should make the following endorsement on his bill : " Please pay by cheque on the Bank of Mysore or Imperial Bank of India, Bangalore ". A cheque in his own favour as desired will then be handed over to him or his messenger in return for the token issued. He can then either cash the cheque from the said Bank or get it credited to his account with it or any other Bank by making an endorsement on the back.

4. An officer who signs his own bill while absent on leave must either present it in person or furnish the life certificate below, which must be signed by a responsible officer of Government or some other well-known and trustworthy person.

LIFE CERTIFICATE.

" Certified that Mr..... is alive on this date.

Station .....

Dated ..... 19 . Signature and designation."

5. An officer transferred from one station to another and taking the benefit of Sundays and holidays within the meaning of joining time rules, must record a declaration that he did not actually spend in travelling the said Sundays or holidays.

" Certified that the following Sundays and holidays were not actually spent in travelling :—

(1) Sundays on .....
(2) Holidays on.....
Total of (1) and (2) .....

Station.....Signature of the officer.
Dated.....19 ."

6. An officer appointed substantively to an appointment, or promoted substantively must attach a certificate that he has submitted proposals for first or further insurance as the case may be or failing insurance has contributed to State Provident Fund.

" Certified that I have submitted proposals for first (further) insurance to the Secretary, Mysore State Life Insurance Committee and undergone medical examination on.....or failing insurance, have contributed to State Provident Fund.

Dated..... Signature of officer."

7. If on account of absence on leave or transfer to some other appointment, any of the allowances be not claimable for the whole month or be admissible at different rates for different parts of the month, the broken periods for and the rate at which it is drawn should be stated against the entry concerned.

8. An officer drawing salary for the first time from any Treasury should present with his salary bill a last pay certificate unless he is a newly appointed officer drawing his pay for the first time, when a health or vaccination certificate and an order from the Comptroller should be attached to the bill. Proper evidence of age, as required in Para 27 of Annexure to Mysore Civil Account Code, Volume I, should be furnished to the Comptroller before the first month's salary is drawn.

Form 12 (old 11).

Article 62.

REPORT OF TRANSFER OF CHARGE BY OFFICERS.

No.....Office of .....
Station.....
Dated .....

1. Name of relieved officer.....
2. Designation of relieved officer.....
3. Name of relieving officer.....
4. Designation of relieving officer.....
5. Date and hour of transfer of charge.....
.....
6. Authority under which the transfer is made.....
7. Reason for transfer of charge.....

Certified that

(a) 1. Separate statements showing the details of cash, stamps, opium, ganja and bill forms in stock (*Vide* Art. 62, M. C. A. C. Vol I).

2. and a statement of unadjusted advances and unremedied objections in the prescribed form have been attached to the charge report forwarded to the Comptroller.

(b) an acknowledgment of the permanent advance in the prescribed printed form (*Vide* Art. 103, M. C. A. C. Vol. I.) will be attached to the next salary bill of the relieving officer.

N. B.—Certificate No. (a) 1 is required in cases of transfer of charge of Taluk Treasuries by Amildars, and of District Treasuries by Deputy Commissioners.

Signature of relieved officer.
Signature of relieving officer.

NOTE.—This report is not required when the transfer of charge is due to an officer proceeding on casual or compensation leave.

To—

* 1. .....
o 2. .....
3. The Comptroller to Government.
4. The Secretary to Government of Mysore.

NOTE.—* Here enter the name of the immediate official superior and his designation.

o Here enter the name of the Head of the Department and his designation.

INSTRUCTIONS.

(To be printed on the wrapper of the book.)

1. Every transfer of charge of a Gazetted officer or an Amildar proceeding on leave or on transfer or returning from leave (irrespective of whether such officer is in immediate charge of the office or a section of the office or attached to an office as a general or an extra assistant) should, without fail, be reported by post of the same day to the Comptroller.

2. In the case of an officer, having independent charge of a public treasury, statements of the cash balance, of the stamp, ganja and opium stores and also of the bill forms in stock, should be prepared, signed by the officer taking charge and forwarded to the Comptroller with the charge report.

NOTE.—This rule only applies to charges of Deputy Commissioners and Amildars and not to transfer of executive charge of the treasury between their subordinates ; in the latter case the fact of the transfer should simply be advised to the Comptroller.

3. A statement of unadjusted advances and unremedied objections should be given by the relieved to the relieving officer in the forms prescribed in Rule 3 of Article 62 M. C. A. C. Vol I and a copy of the same attached to the charge report submitted to the Comptroller.

Form 13 (Old 12,12 A and 18.) Head quarters

Articles 64 and 88.

Travelling Allowance Bill of.....and his Establishment for the month of 19

Name	Designation	Actual pay of the appointment	Dates and hours of journeys and halts		Route		Purpose of journey	Kind of journey *i.e.*, by road or rail, (mail or ordinary)	Number of miles	Allowances claimed						Total of each line	Remarks
										Mileage by road or actual expenses		Daily allowance			Railway fare			
			From	To	From	To				Rate	Amount	Number of days	Rate	Amount	Class single or double	Amount		
1	2	3	4		5		6	7	8	9		10			11		12	13
										Total								
										Less undisbursed Travelling Allowance short drawn[ts] per List attached.								
										Net amount required.								

Net Amount in words

.....

.....19

Head of office.

Form 13—*concld.*

1. Certified that all the amounts included in bills drawn..... months.

previous to this date (with the exception of those detailed in the appended list whereof the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamps duly defaced for every payment in excess of rupees twenty.

(2) also that the allowances claimed in this bill for non-gazetted ministerial or menial officers for journeys by road do not exceed their actual travelling expenses and that under my orders and to my knowledge $\frac{\text{they}}{\text{he}}$ travelled by† ....(Art. 591 (ii), M. S. R.)

†Here state the conveyance used.

(3) also that it was necessary for the officers for whom halting allowance at headquarters is claimed to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance claimed (Article 585 M. S. R.)

Clause 2 should be scored out with a pen when no mileage is claimed under Article 591 (ii) M. S. R. and clause 3 when there is no claim under Article 585.

(4) also that I have taken pains to ascertain the length of the marches mentioned in the bill and have shown them accurately to the best of my knowledge and belief.

(5) also that I travelled by 1st class on the days for which 1st class railway fare is claimed, or

that I paid not less than the amount herein charged in railway fares for myself, my family, my servants and my personal luggage on the days for which railway fare is claimed.

(6) also that menials for whom road mileage is claimed were not given seats in carts paid for by Government for the following reason.

2. I have attached the sanction obtained for taking..... (conveyance) by railway from..... to.....

.....
.....19

	Rs.	a.	p.
Allotment for 19.. 19..			
Expenditure including this bill.			
Balance.			

Head of the office.

Paid Stamp.

Pay Rs.....

Examined and entered.
Accountant.

Treasury Officer.

INSTRUCTIONS.

(To be printed on the front page.)

1. Journeys of different kinds, and Journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. The daily allowance of an officer acting in an appointment should be calculated on the pay or salary. (In the column "pay" the full sanctioned pay of an appointment officiated in should be shown but in the column "designation" the word "acting" should be entered, against officers who are officiating in appointments and the actual salary entered).

3. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not on travelling allowance bills.

4. When the first item of travelling allowance to any officer is halt, the date of commencement of that halt should be stated in the "remarks" column.

5. No more than one bill for the same establishment and for the same month should be prepared and submitted for audit. If, for any reason, a supplemental claim has to be preferred, the bill should be headed "supplemental" and a certificate should be recorded on it, to say that the allowance was not included in any of the former bills. It should also be explained why the claim was omitted in the original bill.

6. The hours at which a journey began and ended should always be noted.

7. A certificate should always be inserted in the case of a non-gazetted ministerial officer or a menial making a road journey which does not exceed twenty miles to the effect that he was ordered to travel by public or hired conveyance.

8. Whenever mileage is claimed for a journey which can be performed by rail, or partly by rail and partly by road, the claims should be accompanied by an explanation duly accepted by the controlling or countersigning officer that the road journey was made in the interests of public service for purposes of inspection or for other causes which should be clearly stated. This concession is ordinarily to be granted for the forward journey only. If mileage is preferred for the return journey also, the necessity should be fully detailed.

9. Claims on account of Travelling Allowance of officers summoned to give evidence must be supported by certificates from courts in the prescribed form as specified in Article 625 Mysore Service Regulations.

10. Such of the printed certificates in the bill as are not necessary should be scored through, and those retained should each be attested with the initials of the drawer of the bill.

11. Purpose of journey should be specifically stated.

12. Number of miles travelled by road, whether independently or in continuation of railway journey should always be entered in column 8 of the bill.

13. Travelling allowance should not be claimed for journeys within a radius of 5 miles from head-quarters, nor can this distance be added on to a journey beyond it performed the same day.

14. Mileage should not be drawn for Gazetted Officers and non-gazetted Executive establishments for marches of not more than 20 miles.

15. When mileage is claimed for menials, the reason for not providing them with seats in carts engaged at Government cost should be given.

16. When officials are transferred, the period of transfer to the new place should invariably be stated and the pay drawn by them before and after the transfer specified. It should also be clearly noted whether the transfer is in the interests of public service or otherwise. In case of reversions the cause of such reversion should be specified.

17. Fractions of a mile in the total of a complete journey performed by a person should be omitted and not added on to the fraction of a mile due to another complete journey in the same month.

18. Halts for more than 10 days made at a place should always be supported by the sanction of the Heads of Departments specified in Appendix R of the Mysore Service Regulations.

19. Claims tor mileage for distances of 50 miles or less in respect of road marches of over 50 miles should not be preferred on the ground that sanction of Government is necessary for the latter. The claim should be preferred only after sanction is obtained.

20. The certificate No. 5 printed on the bill must be furnished by officers entitled to travel in the first class. This certificate should be furnished in support of all claims to travelling allowance for journeys by rail whether the allowance claimed is railway fare or daily allowance.

21. Whenever undisbursed travelling allowance is shortdrawn, particulars regarding the name and designation of the officer period of claim, amount shortdrawn and the month in which it was originally drawn should be furnished in the statement to be attached to the bill.

Form 14 (old 13).

Article 69.

Detailed Statement of the establishment of the.....as it stood on 1st July 19

Latest Government order generally revising or creating post	Present incumbent, date of			Name of section and post	Date of the incumbent's birth (as near as possible) or age on 1st July 19.....	Name of incumbent	Pay of post			Pay of present incumbent and total of each section
	(1) First appointment into Government Service (pay)	(2) Appointment to present post	(3) Promotion to present pay				Minimum	Rate of increase	Maximum	

*Detailed statement of New Names, Leave, etc.

New names of non-gazetted officers	From what office and on what date transferred or with what bill the health certificate was furnished	Names of non-gazetted Officers which were in the annual return of previous year but are now omitted	From what date ceased to be borne on the establishment, and why	Non-gazetted officers who have been on leave (other than privilege or casual or compensation leave,) or under suspension, during the year	Description and period of leave, suspension, from and to what date (NOTE.—In case of suspension, state whether the suspension period will count towards pension. Article 282 M. S. R.)

*This Statement should be printed in the last page of the form.

Form 15. (old 14.)

Article 71.

Statement of proposition for revision of establishment.

Name of Office to which the Proposition relates.....

Nature of charge											
Present Scale						Proposed Scale					
No.	Designation	Pay			Average cost	No.	Designation	Pay			Average cost
		Minimum	Rate of Increase	Maximum				Minimum	Rate of Increase	Maximum	
1	2	3	4	5	6	7	8	9	10	11	12

Proposition						
Permanent		Temporary				
Increase per month	Decrease per month	Increase per month		Decrease per month		Orders of sanctioning authority
Amount	Amount	Period	Amount	Period	Amount	
13	14	15	16	17	18	19

INSTRUCTIONS.

(To be printed on the front page.)

(1) A proposition statement is necessary for

(i) cases of general revision of establishment.

(ii) other schemes which involve a recurring expenditure of Rs. 1,200 per year or more,

and (iii) proposals which cannot be set out clearly without it.

(2) The proposition statement should relate strictly to the section or part of the office affected by the proposals. As regards other parts or sections of the office, neither details nor figures of total cost need be included. Where a section consists of both superior and inferior servants, details need be given only of the class affected, if a saving of labour will result from the adoption of this procedure.

(3) When the pay of any post, existing or proposed, rises from a minimum to a maximum, by periodical increments, the average monthly cost, not the actual or the commencing cost must be given. The average cost should be calculated as laid down in Article 78 Mysore Service Regulations.

(4) All fixed (and not variable) allowances, such as, local allowance, conveyance allowance, fixed house rent, clothing allowance, if the scale is fixed, should be included along with the pay of the appointments to which such allowances are attached.

(5) The increase or decrease caused by a proposal should be shown against each appointment affected.

(6) The proposition statement should be forwarded to Government in duplicate through the Comptroller, accompanied by a re-appropriation statement, when necessary.

(7) No proposals for revision of establishments should be submitted after the close of the first two quarters of the official year except when called for by Government.

(8) Officers on provincial scale, *e.g.*, Sub-Assistant Surgeons, Police Inspectors, constitute separate establishments by themselves and whenever any increase or decrease of their emoluments is proposed, the proposition statement hould be for that class of officers only and for the whole State without the specification of any other class of establishment in any particular district.

Form 16 (old 15.)

Article 73.

Detailed bill of Permanent Establishment of the.....for the month of 19

Serial No.	Name of section and of incumbent	Name of post	Pay and acting allowance claimed (separately) for Government servants present on duty			Leave allowances claimed (separately) for absentees			Pay, acting or leave allowances held over for future payment			Fines			Net amount			Fund and other deductions (*vide* also deduction statements attached)				Remarks
																		Mysore State Life Insurance Premium	Other deductions			
																			Nature		Amount	
1	2	3	4			5			6			7			8			9	10		11		12
			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.		Rs.	a.	p.	
	Carried over																							

FORM 16—*contd.*

Serial No.	Name of section and of incumbent	Name of post	Pay and acting allowance claimed (separately) for Government servants present on duty	Leave allowances claimed (separately) for absentees	Pay, acting or leave allowances held over for future payment	Fines	Net amount	Fund and other deductions (*vide* also deduction statements attached)			Remarks
								Mysore State Life Insurance Premium	Other deductions		
									Nature	Amount	
1	2	3	4	5	6	7	8	9	10	11	12
	Brought forward		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		Rs. a. p.	
	Total ...										
	Total net amount.										

Deduct:—(i) Undisbursed pay as detailed below. Rs.....
(ii) Recoveries ordered by the Comptroller in his No.....dated....
(iii) Fund and other deductions (as per statements attached.)
State Life Insurance Fund.....
State Provident Fund.....
Income-tax.....
Rent of buildings.....
House building advances .....
Objection Book Advances.....
Bicycle advances.....
Other deductions to be specified.....
Total deductions
Net sum required for payment (in words.)

Note.—The total of each section should be entered in red ink

FORM 16—*contd.*

(1) Certified that all salaries included in bills drawn .....months previous to this date (with the exception of those detailed below, whereof the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that the receipts have been taken in acquittance rolls filed in my office. with receipt stamp duly defaced for every payment in excess of Rs. 20.

Details of pay of absentees refunded by deduction in this bill.

Name of section and incumbent	When drawn	Period of claim	Amount			Reasons for non-disbursement
			Rs.	a.	p.	

(2) Certified that I have satisfied myself that all officials permanently entertained and the insured officials who have received permanent increase to their pay, during the month have duly submitted their proposal for the first and further insurance or failing insurance have contributed to the State Provident Fund as required by rules.

(3) Certified that all officers in inferior service on pay less than Rs. 20 per mensem whose names are omitted from, but whose pay has beon drawn in, this bill, have actually been entertained during the month.

(4) (a) Certified that no person in superior service has been absent either on deputation or suspension, with or without leave (except casual and compensation leave) during the month of.....

(b) Absentee statement enclosed.

NOTE.—When an absentee statement accompanies the bill the above certificate No. 4 (a) should be struck out.

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are no new employees during

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der No. G. 1227—87 G. M.

ure and designation of the
Head of the Offi

FORM 16—*concld.*

FOR USE IN TREASURY.

Pay Rs.....

Examined and entered.

Accountant.....Treasury Officer

Date.....

Paid Stamp.....

Major Head.....

Minor Head.....

Detailed Head.....

Total amount of bill Rs.....

Deduct credits.....

Net amount.....

FOR USE IN COMPTROLLER'S OFFICE.

Admitted.....

Objected to .....

Reasons for objection.....

Date.....Auditor. Supt. G. O.....

INSTRUCTIONS.

(To be printed on the front page).

Pay bills should be prepared in this form, separately, for permanent and temporary establishments. Against each post should be shown (except in cases referred to in note 1 below) the names of both the substantive and officiating incumbents, and against each temporary post should also be noted the sanction thereto. In the first money column should be shown the full amount of salary and in the second money column the full amount of leave allowance whether drawn or not. In the third money column should be noted the amount held over for future payment and in the fourth, fines, if any. The fifth money column will be used to show the amount actually drawn for each incumbent. Deduction made from the pay of each officer should be shown in columns 9 to 11. When salary is drawn for a portion of a month only, the rate at which it is drawn and the number of days for which it is claimed should be stated either against the name of the employee in the body of the bill, or in the remarks column; In cases of transfers, the salary earned in the old and the new offices and the joining time allowance should be separately shown. The salaries of persons included in each section will be marked off in it, and the total of each section will be entered in red ink.

NOTE.—(1) The names of all inferior officers whose pay is less than Rs. 20 may be omitted in the pay bills.

NOTE.—(2) The claims of Government servants whose names are omitted from the bills under note 1 above should not be lumped together and entered as a single item in the bills. The bills in such cases should show separately the numbers on different rates of pay, or with different designations. The claims of persons on leave should also be shown separately with particulars regarding the kind and period of leave.

(2) The total amount of Insurance premia, subscriptions to the State Provident Fund, recoveries on account of house building advances, etc., and recoveries, if any, ordered by the Comptroller or other officer should be deducted from the total amount payable on the bill shown in column 8, supported by separate schedules giving the detailed items of the several deductions.

(3) In the case of a recovery ordered by the Comptroller, full particulars of deductions should be given.

(4) The monthly bill should be supported by an absentee statement in form 17 if a person in superior service was absent during the month either on deputation or suspension, or with or without leave. If no person in superior service was absent during the month, the certificate No. 4 (a) printed at foot of the bill should be signed by the Head of the office.

(5) When the name of any person appointed, whether permanently or temporarily or on probation to superior service appears for the first time in an establishment bill, either reference must be given to a previous appointment held by him (which should be supported by a last pay certificate showing dates of making over and receiving charge, advances outstanding, etc.,) or if he did not previously hold any appointment or is re-employed after resignation or forfeiture of past service, a health or vaccination certificate, as required by Articles 31 and 32 of the Mysore Service Regulations must accompany the bill. In the case of new

appointments the number and date of sanction creating the new appointment should be quoted in the bill in which pay is drawn for the first time.

(6) To the first bill in which a periodical increment is drawn by any officer, a certificate in Form 18 should be appended.

(7) Arrear pay should be drawn, not in the ordinary monthly bill but in a separate bill in the same form, the amount claimed for each month being entered separately, with quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction, or of any special order of Government granting a new allowance; such bills can be presented at any time, subject to the conditions laid down in Article 84 M. C. A. C. Vol I and may include as many items as are necessary. Only one bill is sufficient for all arrear claims of different months which are drawn at the same time, particulars of claims of different months being, however, shown separately in the bill.

(8) As the monthly bill should include the full claim for the month, whether drawn or not, no subsequent claim preferred in an arrear bill which is not covered by the amount thus shown as undrawn in the monthly bill or by an amount refunded into the treasury or by a fine which has been remitted, will be paid without full explanation of the circumstances under which it was omitted from the monthly bill.

For drawing the amount of a fine recovered by short drawal from ithe pay of an officer, no other authority than the order remitting the fine as necessary.

A certificate that the amount claimed has not been drawn in any of the previous bills should be recorded on each arrear bill.

(9) Whenever conveyance allowance is claimed for any officer, a certificate that the officer maintained the required conveyance should be recorded on the bill.

Form 17 (old 16).

Article 75.

List of absentees on the establishment of.....for the month of.....19

Name and designation (substantive) of absentee		Pay of absentee (rate per month)				Nature of absence					Absentee allowance
		Minimum	Rate of increase	Maximum	Actual	Kind	Period	Office to which transferred	Date and hour of commencement of absence	Date and hour of return (to be filled in when he returns)	Rate per month
Name 1	Designation 2	3	4	5	6	7	8	9	10	11	12

Acting officer			Acting allowance	Cost of absence	Remarks
Name	Substantive post	Substantive pay	Monthly rate	Monthly rate Total of columns 12 and 16	
13	14	15	16	17	18

Certified that no other kind of leave is by rule admissible to officers who have been granted extraordinary leave without allowances.

Dated.....19

Head of Office.

INSTRUCTIONS.

(To be printed on the front page.)

1. When an officer is absent from any cause, such. as deputation, suspension, or leave, or without leave, etc., the particulars of the absence and the arrangements made in consequence should be shown under the appropriate columns in the absentee statement. When the officer is on other duty or deputation the nature of the duty or deputation, with the number and date of the Government Order sanctioning the deputation should be specified. If the absence extends over a period of more than one month, the particulars thereof and of the arrangements made in consequence should be repeated in the statement for each month. When an extension of leave is granted, the fact should be stated in the column for remarks.

2. The entry in column 7 should be one of the following:—

1. Furlough on full average salary.
2. Do half average salary.
3. Do on Medical certificate.
4. Do not due.
5. Privilege leave.
6. Combined leave (Period of each kind of leave to be stated).
7. Leave without allowances.
8. Temporary transfer. (full pay 1 only part pay of appointment, being available, Art. 61, M. S. R.).
9. Deputation (to a special temporary appointment.)
10. Suspension.

3. In Columns 10 and 11 it should be stated whether the departure or return occurred forenoon or afternoon on the date mentioned

4. When an officer is absent on special temporary duty or temporary transfer, columns 1 to 11 and 13 to 16 of the absentee statement will be filled in, and the word "Deputation" or "Transfer" entered in column 7 with a note, in the column of remarks, of the particular appointment held.

5. If an officer is suspended, all the columns 1 to 17 should be filled in and the word "Suspension" entered in column 7, while in the last statement in which a suspended officer's name appears, it should be noted in the column for remarks whether or not the period of suspension counts for pension, and the order of reinstatement should be submitted with the bill.

6. Each chain of arrangement consequent on each absence should be separated from others by a line ruled across the absentee statement after the name of the last acting officer.

7. When, by reason of an absentee not drawing any part of the pay of his substantive appointment, a substitute is appointed on full pay, the words "*Sub-pro-tem*" should be written in the column for remarks.

8. If an officer is absent on casual leave or compensation leave, he does not forfeit any part of his pay for the period of his absence, and he should not be reckoned as on leave ; nor should his name be included in the absentee statement, nor his absence noted in his service book.

9. The substantive appointments held by both the Absentees and Acting Incumbents should be clearly noted. In any case, in which an officer holds no such appointment the word 'Outsider" should be noted in column 2 or 14.

10. When any officer, who is granted leave, has previously served under a local fund or a foreign employer, a detailed report should be made on the following points:—

(*a*) Particulars of contribution recovered in respect of leave allowances.

(*b*) If no contribution is recovered for leave allowances, the amount of leave allowances payable from the several sources according to Rule of proportion.

11. A certificate that no other kind of leave is admissible to officers who have been granted leave without allowances should be furnished in the absentee statement.

Form 18 (old 17).

Article 78.

Periodical Increment Certificate.

Certified that the officers named below are allowed the sanctioned periodical increments from the dates cited in column 8 for approved service:—

(1) Having been the incumbent of the appointment specified for not less than.....years from the date in cloumn 7 after deducting periods of suspension for misconduct and of absence on leave without pay.

(2) Being entitled to the increments as shown in the explanatory memo attached.

Name of Incumbent	Whether substantive or acting	Appointment		Rate of increment		Date of last increment (or of appointment to post)	Date of present increment	Pay after present increment	Suspended for misconduct		Leave without allowance	
		Maximum	Minimum	Annual	Biennial				From	To	From	To
1	2*	3	4	5	6	7	8	9	10	11	12	13

N. B.—The figures (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo should be submitted in any case in which an increment is given otherwise than for continuous service for the prescribed period.

Station.....

Dated.....

Head of Office.

20*

INSTRUCTIONS.

(To be printed on the back of the form.)

1. To the first bill in which a periodical increment is drawn by any officer, a certificate in this form should be appended.

2. The form provides for two alternative certificates. The first alternative certificate may be used in any case in which the increment is due for continuous service of the prescribed term, less only periods of suspension and leave without allowances. An increment, so certified, may be drawn in the establishment bill without further authority. In all other cases, the second alternative form is required and whenever this form is used, the certificate with the explanatory memo (which should show briefly, but clearly the grounds on which the increment is claimed) should be submitted to the Comptroller, who will pass and return it after check, and the increment may be paid only on a certificate so passed.

Form 19.

Article 103.

ACKNOWLEDGMENT OF PERMANENT ADVANCE, ETC.

To be attached to the salary bill for the month of July payable in August.

Office of the.....

1. I certify that the Furniture Register and the catalogue of books of this $\frac{\text{Office}}{\text{Institution}}$ have been properly written up and kept upto date during the year ending June.....
The articles and books have been counted and examined by me

(under my direction and supervision) my Gazetted Assistant Mr.....
on dates.....They are in good condition and agree with he Furniture Register and catalogue of books as written up to 30th June 19.....

2. I hereby acknowledge that the amount of Rupees.....
the permanent advance of the $\frac{\text{Office}}{\text{Institution}}$ is due from and has to be accounted for by me.

Station..... Signature.....

Date..... Designation of Officer.....

INSTRUCTIONS.

(To be printed on the back of the form)

1. Each officer, who has obtained a permanent advance, should attach to his salary bill for July of each year payable in August, a short acknowledgment, that the amount is due from and is to be accounted for by himself. The form provides, in addition, for record of the verification of the library and furniture registers.

2. An officer having subordinates who require petty sums should spare a small portion of his advance for their use, taking acknowledgments from them in the same way as he himself furnishes the Comptroller, and retaining them in his office.

3. The acknowledgment should always be for the full amount at the debit of the officer including portions of the advance held by his subordinates.

4. When more than one advance is held by an officer, the aggregate amount held by him should be entered on the face of the acknowledgment and the particulars making up that amount entered on the reverse there of.

Form 20.

Article 103.

Acknowledgment of permanent advances, etc., to be attached to the first salary bill of the relieving officer presented after the transfer of charge.

Office of the.....

1. We certify that the Furniture Register and the catalogue of books of this $\frac{\text{Office}}{\text{Institution}}$ have been properly written up and kept up to date. The articles and books have been counted and examined by us the Office Assistant Mr.....under our direction and supervision on the.....19.....They are in good condition and agree with the Furniture Register and catalogue of books as written up to this day.

2. I.....(Relieving Officer) certify that I have this day taken over the sum of Rupees..... being the permanent advance of this $\frac{\text{Office}}{\text{Institution}}$ from Mr..... (Relieved Officer) and the amount is due from and has to be accounted for by me.

Station..... Signature of Relieved Officer.

Date..... Signature of Relieving Officer.

NOTE—When there is a transfer of charge of an office, this certificate should be written up and signed by both the relieved and relieving officers and the certificate should be attached to the first salary bill of the relieving officer presented after the transfer of charge.

Form 21.

Article 104.

Register of Contingent charges of the.....Department of the.....District, for 19....19....

Left-hand page.

Date	To whom paid Appropriation for each head	Sub-voucher No. of Contingent abstract	Detailed Heads of Budget Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column									

Right-hand page.

Detailed Heads		Unusual charges		Total of each contingent abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Remarks
Sub-division of detailed heads		Description	Amount					

INSTRUCTIONS.

(To be printed on the wrapper of the book.)

1. A register of contingent expenditure shall be kept in each office and the initials of the Head of the office or of a Gazetted Officer to whom this duty has been delegated by him shall be entered against the date of payment of each item.

2. Every item paid from the permanent advance, no matter on what account, must be entered at once in the contingent register in its proper column. An advance made from the permanent advance, such as railway fare to peons, should be entered under the column" advance". When advances are subsequently adjusted, the fact of adjustment should be noted in the Remarks column.

3. The allotments sanctioned for each head of expenditure should be entered in the register at the commencement of the year as also the additional allotments and transfers that may be subsequently sanctioned.

4. As the office cashier pays away any money, he will enter the date, name of payee, and number of sub-vouchers in the three columns to the left, the amount in the proper column (marking off all the others) as also in the total column, and in the case of any unusual charge, he will also take against the description the initials of the officer incurring it. Bills for which payments are not made in cash but which are adjusted by the Comptroller should be noted in red ink. At the end of each month, the forward total of each column should be made in the disburser's register and when the foot of the page is reached, it should be carried forward in ink to the top of the next. A progressive total of all the columns must be made monthly, immediately after the monthly total and will include all payments under each head, as also all work bills from the commencement of the year up to the end of the last expired month.

5. When it is necessary to draw money for contingent expenses from the Treasury, the cashier will rule a red-ink line across the page of the register or registers, add up the several columns and post the several totals and then prepare a bill for encashment at the treasury for the total amount to be recouped, making needful entries in the register.

6. The officer, countersigning the bill, should also note the amounts of such countersigned bills in a register maintained in the same form. There will thus be two registers of the same form in the offices of the disburser and the countersigning officer. In the first a single line will be given to each sub-voucher, in the second to each monthly bill except that each disbursement which is unusual or special will have an extra line. The third column of the form would be used in the disbursing office for record of the numbers of sub-vouchers but in the countersigning office it would be blank. Again, for the columns to the right, that concerning the detailed bill would show in the disbursing office the date of its despatch, in the other, the date of its receipt. The column for date of admission would, in the countersigning office, show the date of despatch of the countersigned bill, while in the case of the disbursing office, it would record the date of recovery of any disallowance, or that of the countersigning officer's letter further passing a disallowed item not yet actually recovered; any disallowance would be recorded by each in the column of remarks on the same line with the figures affected.

Form 22.

Article 104.

Receipt for Service Postage Stamps.

Office of the..... .....

To

The Officer in charge of the Treasury at..... .....

I request the delivery for cash of the following Service Postage Labels for the requirements of the public service:—

Number required	Denomination of Service Labels	Amount			Amount in words
		Rs.	a.	p.	
	Tota ..				

I certify that the Service Postage Labels charged for in previous bill have been duly expended on the public service as per account kept thereof.

Station..... Signature.

Date..... .....Designation.

Received the above amount Rupees ( )..... ....for the Service Postage Labels enumerated, issued this .....day of.....

Treasury Officer.

Form 23.

Article 107.

Abstract Contingent Bill.

Office of.....

For the month of.....

.....Treasury

I—II list of payments for.....19.....

Nos. of Sub-Vouchers	Description of Charge and date of authority (where special sanction is necessary)	Rs.*	a.	p.	Amount Rs.	a.	p.
	Total ...						

Dated at

The 19 .

Received Contents.

Drawing Officer.

*This column should, when charges are described, exhibit the component parts of the detailed head. The total of each detailed head will be entered in the next column.

The Treasury Officer will make payments on this form as often as required, but the drawer should be careful to include in the Detailed Contingent Bill of a month only the amount of all abstracts encashed at the Treasury during the month.

NOTE.—If this bill is headed with any month other than that in which it is presented for payment, or if the certificate overleaf regarding submission of detailed bills is not signed, the Treasury Officer must return it for correction or for the requisite certificate.

Form 23—(Overleaf.)

NOTE.—The following certificate must be signed in all cases. If the bill bears date within the 15th of the month, the word "Current" may be changed to "last." The Treasury Officer should refuse to encash a bill unless the proper certificate is signed.

I certify that my Detailed Contingent Bill for all contingent charges drawn by me prior to the 1st of the current month has been forwarded on.....with all necessary vouchers to the Head of my Department for countersignature and transmission to the Comptroller of Mysore,

Dated at

The 192 Signature and designation of Drawing Officer.

Space for Treasury—

Date,
Examined
and entered.

Pay Rs. ... { Major Head / Minor Head / Detailed Head

Head Accountant *Treasury Officer* *For use in Comptroller's Office,*

Admitted
Objected to

Date Auditor Supt., G. O.

INSTRUCTIONS.

(To be printed on the back of the form.)

1. When it is necessary to draw money for contingent expenses from the Treasury, as for example, when the permanent advance begins to run short, and in any case at the end of each month, the cashier will rule a red ink line across the page of the register or registers, add up the several columns and post the several totals in an abstract bill. He will then lay the bill with the sub-vouchers and registers before the Head of the Office who will carefully scrutinise the entries, initialling them in the contingent register, if this has not already been done by him, and sign the bill, which the cashier will then date and number and present for payment at the Treasury.

2. When the advance is running short, a demand may be presented in excess of the balance ; this item too should be charged in the register and included in the bill, the number given being that which the sub-voucher will bear when payment has been made.

3. Contingent charges should be classified according to the detailed heads of contingencies given in the budget estimates of the department or office concerned. In the case of departments or offices for which no details are given in the budget, the classification given in rule 2 under Article 104 Mysore Civil Account Code Volume I should be adopted as far as possible.

4. No contingent bill will be discharged at the treasury, unless the amount is stated in figures and words and both are free from erasures or other alterations. When the bill is presented without the amount in words, it should be returned by the Treasury Officer for supplying the omission. Contingent bills are not to be paid to bearer, unless receipted by the drawer on the back "Contents received".

5. The charges of two major heads should not be included in one bill except when specially authorised by the Comptroller.

6. As per Article 12 Mysore Civil Account Code, Vol I, the sanction of the Comptroller is necessary for all contingent charges not paid within three months of their becoming due. Such charges should therefore be billed for separately and the bill sent to the Comptroller, through the countersigning officer explaining the delay in payment of the liabilities or in recoupment of the imprest. On no account, should such items be included with other current items drawn on abstract bills.

Form 24.

Article 114.

Detailed Contingent Bill payable at Treasury.

(This form should be used by officers whose bills do not require countersignature and officers referred to in rule 1 of Art 114 M. C. A. C. Vol. I.)

Office of the.....

For the month of.....

Head of Service.....

Bill No.....

.... Treasury

Voucher No.....

of list of

payments for.....

Sub-Vouchers		Description of charge and number and date of authority for all charges requiring special sanction	Amount		
No.	Date of payment		Rs.	a.	p.
		(in words) Total ...			

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid with the exception noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all items of expenditure above Rs. 25 in amount, are attached to the bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums and am personally responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

		Rs.	a.	p.
Allotment for current year	...			
		Rs.	a.	p.
Expenditure including this bill	...			
Amount of work bills annexed	...			
Balance available	...			

Place.....

Date.....

Signature and Designation of Drawing Officer.

Passed for Rs.

Disallowed from Sub-Vouchers Nos. Rs.

COUNTERSIGNING OFFICER'S CERTIFICATE.

I certify that receipts and vouchers for items in excess of Rs. 25 referred to abo are attached to the bill. All work bills are also appended.

Date Signature and Designation

Pay Rs.....

Exd. and entered.

Accountant. Date..... Treasury Officer.

INSTRUCTIONS.

(To be printed on the back of the form.)

1. Officers whose bills do not require countersignature and officers whose contingent bills require countersignature but where the offices of the drawing and countersigning officers are located in the same station, will draw contingent amounts from the treasury on detailed contingent bills, giving full particulars of charges, attaching all sub-vouchers for charges in excess of Rs. 25 and recording the certificate prescribed in Article 115 Mysore Civil Account Code, Volume I. All payments which can be made from the permanent advance should be made from it and the same recouped by drawing the money from the Treasury on bills supported by necessary sub-vouchers.

2. Occasions may arise, in exceptional circumstances, when an amount in excess of the permanent advance may be required for payment. In such cases, the required amount may be included in the contingent bill and the vouchers supporting such payments forwarded to the Comptroller's office as soon as payments are made, giving clear reference to the bills to which they relate.

3. The charges of two major heads should not be included in one bill, except when specially authorised by the Comptroller.

4. When special sanction is necessary for any charge, the sanction must be quoted, in the bill; and when expenditure for which a lump-sum is granted under a single special sanction, is continued over more than one month, the second and subsequent month's bills should bear a note of how much has been spent up to date under the sanction.

5. Contingent charges on account of wages of coolies engaged on manual labour and paid at daily or monthly rates should be supported by a certificate signed by the disbursing officer to the effect that the coolies were actually entertained and paid.

6. Whenever cart-hire is incurred in excess of the sanctioned scale, within the Municipal limits of Bangalore and Mysore Cities and in other areas specified in item No. 14 of Appendix XII, Heads of Offices should certify that the charges claimed in the bill have been actually incurred by them.

7. As regards store and other articles purchased and charged in the bill, the certificate in Form 53 should be attached to the bill.

8. Petty construction and repairs:—The following particulars should be furnished in each bill:—

(a) Name of work.
(b) Amount of estimate.
(c) Name of contractor, if not done departmentally.
(d) Number and date of authority sanctioning the estimate.
(e) Expenditure upto date, against the estimate.

9. When Government tents are used only for office purposes by an officer on tour, the officer using them should invariably make a certificate in the bill for carriage of tents to the effect that they have been used solely for public purposes.

10. The description of each item of expenditure must be lucid and the purpose for which supplies are received and services are obtained should be detailed in each case.

11. As per Article 12, Mysore Civil Account Code, Volume I, the sanction of the Comptroller is necessary for all contingent charges not paid within three months of their becoming due. Such charges should therefore be billed for separately and the bill sent to the Comptroller for sanction, with explanation for the delay in payment of the liabilities or in recoupment of the imprest. On no account should such items be included with current items.

Form 25.

Article 115.

Detailed Contingent Bill not payable at the Treasury.
Office of .....
For the month of .....
Head of Service.....

Sub-Vouchers		Description of charge and number and date of authority for all charges requiring special sanction	Amount		
No.	Date of payment		Rs.	a.	p.
		(in words) Total ..			

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid with the exception noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all items of expenditure above Rs. 25 in amount, are attached to the bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums and am personally responsible that they have been destroyed or so defaced or mutilated that they can not be used again.

	Rs.	a.	p.
Allotment for current year ..			
Expenditure including this bill ..			
Amount of work bills annexed ..			
Balance available ..			

Place.....
Date.....

Signature and Designation of Drawing Officer.

Passed for Rs.
Disallowed from Sub-Vouchers No. Rs.

COUNTERSIGNING OFFICER'S CERTIFICATE.

I certify that receipts and vouchers for items in excess of Rs. 25 referred to above are attached to the bill. All work bills are also appended.

Date

Signature and Designation.

INSTRUCTONS.

(*To be printed on the back of the form.*)

1. Officers who draw funds from the Treasuries on Abstract Contingent Bills, should forward the detailed contingent bill, with connected sub-vouchers and the required certificates, to the countersigning officers, before the close of the first week following the month to which it relates, so that all the detailed contingent bills may be in the Comptroller's Office, before the 15th of the month following that to which they relate at the latest.

2. There should be only one detailed contingent bill for a month, in which details for the total amount drawn on abstract contingent bills during that month should be furnished.

3. If any amount drawn on any of the bills cashed during the month has been refunded into the Treasury, the date of refund should be stated and the treasury receipt attached.

4. On receipt of the monthly detailed bill in the office of the countersigning officer, its figures will be transcribed in a register of the same form as the disburser's register with similar description of the unusual items, and the bill will be reviewed by the countersigning officer with the sub-vouchers, and any disallowance with the number of sub-voucher and explanation of the objection will be noted on the bill at foot; explanation of the objection should be given on the reverse of the bill, if there is not room on the face. The countersigning officer will then take the register and the bill together, enter in the former the date of admission under his initials, sign the bill and despatch the same to the Account Office with vouchers for amounts exceeding Rs. 25 and all work bills.

5. The charges of two major heads should not be included in one bill, except when specially authorised by the Comptroller.

6. When special sanction is necessary for any charge, the sanction must be quoted in the bill; and when expenditure, for which a lumpsum is granted under a single special sanction, is continued over more than one month, the second and subsequent months' bills should bear a note of how much has been spent up to date under the sanction.

7. Contingent charges on account of wages of coolies engaged on manual labour and paid at daily or monthly rates should be supported by a certificate signed by the disbursing officer to the effect that the coolies were actually entertained and paid.

8. Whenever cart-hire is incurred in excess of the sanctioned scale, within the Municipal limits of Bangalore and Mysore Cities and in other areas specified in item No. 14 of Appendix XII, Heads of offices should certify that the charges claimed in the bill have been actually incurred by them.

9. As regards store and other articles purchased and charged in the bill, the certificate in Form 53 should be attached to the bill.

10. Petty construction and repairs:—

The following particulars should be furnished in each bill:—

(a) Name of work.
(b) Amount of estimate.
(c) Name of contractor, if not done departmentally.
(d) Number and date of authority sanctioning the estimate.
(e) Expenditure uptodate, against the estimate.

11. When Government tents are used only for office purposes by an officer on tour, the officer using them should invariably make a certificate in the bill for carriage of tents to the effect that they have been used solely for public purposes.

12. The description of each item of expenditure must be lucid and the purpose for which supplies are received and services are obtained should be detailed in each case.

Form 26 (old 28).

Article 124.

Bill for Refunds of Revenue.

District of.....

Head of Service chargeable.....

Voucher No. of List of Payments 19.

In whose name credited	On what account received	Amount realized	Date of payment into Treasury	Amount in which included and head to which credited	Treasury Officer's signature in token of verification of Treasury credit	Name of Payee	Amount to be refunded	Reasons and authority for refund	Certificate of Departmental Note of refund	Signature of Party
1	2	3	4	5	6	7	8	9	10	11
								Reasons ... Authority ... Sanctioned ...	This order of refund has been registered and noted against the original receipt entry in the Departmental Account under my initials, and previous order for refund of the same sum has not been issued.	
								Controlling Officer or.....'s No. dated (Copy attached.)	Signature..... Designation..... Date.....	

Passed for Payment.

Designation

The .....192 .

Pay Rupees.....only.

Examined

Accountant.

Officer in charge of Treasury.

INSTRUCTIONS.

(To be printed on the back of the form.)

1. Refund bills may be presented for payment at the Treasuries which received the amount originally. Such bills, when presented for payment, should have recorded on them the original orders of the authority sanctioning the refund or have attached to them duly authenticated copies of the orders sanctioning the refund.

NOTE.—The refund bills payable at Bangalore should however be submitted to the Comptroller for preaudit.

2. All refunds of revenue should be drawn from the Treasury on bills in the form printed overleaf. The Officer who received the amount should fill in columns 1 to 5 of the form and sign the certificate in column 10, while the Treasury officer should verify the credit by means of the particulars in columns 4 and 5 and affix his signature in column 6 in token of his having done so.

3. As a precaution against double refunds of land revenue or other receipts, the amount and the date of each refund should be noted by the Treasury officer against the original item of credit in the Treasury receipt register.

In paying refund bills, the Treasury Officer should see that the certificate of note of refund in Departmental accounts (column 10) is recorded on bills before they are cashed.

Form 27 (old 30).

Article 128.

Detailed bill of remuneration to Shanbhogs and Patels.

1 Land Revenue.

3 Remuneration to Shanbhogs and Patels.

ABSTRACT OF THE BILL.

Taluk or Sub-Taluk.....	.....District.
For the year.....	Voucher No.....of the
Shanbhog or Patel.....	.....List of payments.
	for.....19

	Amount paid (net)			Fines etc., realised			Total		
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Sanctioned scale of remuneration for the Taluk or Sub-Taluk.									
Amount paid on previous bills.									
Amount paid on this bill ..									
Total paid up to date ..									
Balance available ..									

Date. Amildar

(Nothing should be written below this line.)

For use in the Comptroller's Office.

	Rs.	a.	p.
Amount of bill			
Admitted.....			
Objected to.....			
(For reasons, *vide* margin)			

Date Auditor Superintendent Gazetted Officer.

FORM 27—(*concld*).

Detailed bill of remuneration of Shanbhogs and Patels.

Taluk or Sub-Taluk.
For the year 19 19.
Shanbhog or Patel.
For payments made from* to of the month of 19 .
(For instructions for the preparation of this bill see overleaf and Article 128, MC.A.C. Vol. I).
*Here enter 1st to 10 or 11th to the end as the case may be.

Hobli	Village	Name	Amount payable for the year			Deduct fines, etc.			Net amount paid			Date of payment	Acknowledgment
			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.		
Total ..													

Date Amildar

INSTRUCTIONS.

(To be printed on the back of the form.)

1. Remuneration to Shanbhogs and Patels should be made only at the Headquarters of the Taluk.

2. Remuneration payable to Shanbhogs should be prepared on bills separate from those relating to Patels.

3. Claims relating to more than one year should not be included in one bill.

4. Whenever a Shanbhog or Patel appears for receiving payment, necessary entries should be made in the permanent pay order issued by the Deputy Commissioner in accordance with Government Order No. 3749-57—Cir. 53, dated the 31st May 1892, and also in the form in duplicate one of which is intended to serve as office copy and the other to be forwarded to the Comptroller through the District Treasury.

5. In the last column of both the copies of this form, the signature of the Shanbhogs and Patels should be obtained affixing receipt stamps where necessary to the copy intended for transmission to the Comptroller.

6. In the Treasury accounts, the payments made each day should be entered, showing separately the claims relating to different years and to Shanbhogs and Patels. Each entry should be supported by a memorandum in the form of a payee's receipt signed by the Amildar.

7. On the evening of the 10th and of the last working day of each month, the entries in this form should be closed and the bill should be despatched after making necessary entries in regard to "balance available" and duly signed by the Amildar.

8. Bills for claims preferred within one year from the date they became due, do not require the countersignature of the Deputy Commissioner. For older claims, the procedure prescribed in Note 4 of Article 11 (b) Mysore Civil Account Code, Volume I, should be followed.

9. In the Treasury Accounts, the amounts drawn from the Treasuries will be charged to the head "Remuneration to Shanbhogs and Patels."

NOTE—Malnad cash inam payments, though drawn in the Potgi bill form, should not be charged to the above head but should appear under "Refunds of Land Revenue" in the Treasury Accounts.

Form 28 (old 34).

Article 161.

MORTGAGE BOND FOR HOUSE BUILDING ADVANCE.

This Indenture made the.....day of.....One Thousand Nine Hundred and.....BETWEEN A. B. of .....of the first part and C. D. of.....of the second part and the DEWAN OF MYSORE of the third part WITNESSETH that under the orders of the Government of Mysore contained in Proceedings No.....dated.....and in consideration of the sum of Rupees.....paid to the said A. B. by the said Dewan of Mysore (the receipt whereof the said A. B. doth hereby acknowledge) for the purpose of enabling the said A. B. to defray the expenses of building a suitable house for his own residence in.....he the said A. B. and his surety, the said C. D. do hereby, jointly and severally for themselves, their heirs, executors and administrators covenant with the said Dewan of Mysore and his successors that the said A. B. and C. D., their heirs, executors and administrators will pay unto the said Dewan of Mysore, his successors or assigns the said sum of Rupees.....on the.....day of.....next†; AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the said A. B. doth hereby convey unto the said Dewan of Mysore his successors and assigns ALL that piece of land situated in thedistrict of..... registration district of.....and sub-registration district of.....containing.....more or less bounded on the North by.....on the South by.....on the East by.....and on the West by.....with the dwelling house and the out-offices, stables, cook rooms and out-buildings of all kinds used or intended to be used with the said dwelling house lately erected* together with all rights, easements and the appurtenances to the same or any of them belonging: TO HOLD the said premises unto the said Dewan of Mysore, his successors and assigns absolutely as his and their own property: PROVIDED always that if and as soon as the said sum of Rupees.....shall have been repaid by the deduction of monthly instalments of the salary of the said A. B. as in the said order mentioned or by any other means whatsoever then the said Dewan of Mysore, his

†Two years from the date of commencement of repayment of the loan.

*Where the house, offices, etc., have not yet been erected or are in course of being built, 'for lately erected' substitute "hereafter to be erected" or "now being erected" as the case may be.

FORM 28—*concld.*

successors and assigns will at any time thereafter upon the request and at the cost of the said A. B., his heirs, executors and administrators and assigns, reconvey the said premises unto the said A. B., his heirs, executors, administrators and assigns or as he or they shall direct: AND it is hereby declared that if the said A. B., shall die or cease to be in service before the said sum of Rupees.....shall have been fully paid off then and in either of such cases it shall be lawful for the said Dewan of Mysore, his successors or assigns to treat the entire balance of the amount of advance, *viz.*, the total of all the unpaid past and future instalments as having fallen due at once and to sell forthwith the said premises or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby: AND TO DO and to execute all such acts and assurances for effectuating any such sale as the said Dewan of Mysore, his successors or assigns shall think fit; And it is hereby declared that the receipt of the said Dewan of Mysore, his successors or assigns for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom: AND it is hereby declared that the receipt of the said Dewan of Mysore, his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being on the security of these presents and then to pay the surplus (if any) to the said A. B.; his heirs, executors, administrators or assigns AND it is hereby declared that the said Order shall be deemed and taken to be part of these presents.

IN WITNESS whereof the said A. B. and C. D. and by order of the Deputy Commissioner of the.....district on behalf of said Dewan of Mysore have hereunto set their hands the day and the year first above written.

Signed by the said A. B. and C. D.
and.....in the presence of
(Name of witnesses and address)
1.....
.....
2.....
.....

(G. O. No. Fl. 3708-57—G. F. 1-22-70, dated 27th February 1923.)

Form 29 (old 35).

Article 161.

RECONVEYANCE FOR HOUSE-BUILDING ADVANCE.

THIS INDENTURE made the day of 19 BETWEEN THE DEWAN OF MYSORE of the one part and a Civil Officer of (hereinafter called the mortgagor) of the other part is supplemental to an indenture of mortgage, dated the day of 19 and made between the mortgagor of the one part and the Dewan of Mysore of the other part and registered at in Book , Volume , pages to as No. for (hereinafter called the Principal Indenture) Whereas all moneys due and owing on the security of the Principal Indenture have been fully paid and satisfied and the Dewan of Mysore has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within Indenture comprised as is hereafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Dewan of Mysore both hereby grant, assign and reconvey unto the mortgagor, his heirs executors, administrators and assigns ALL THAT piece of land situate in the containing more or less bounded on the North by on the South by or on the East by on the West by together with the dwelling house and out-offices, stables, cookrooms and out-buildings thereon AND ALL and similar other premises in the Principal Indenture comprised or expressed to be thereby assured or to which now are by any means vested in the Dewan of Mysore subject to redemption under or by virtue of the Principal Indenture with their rights, easements and appurtenances as in the Principal Indenture expressed and all the estates, right, title, interest, property, claim and demand whatsoever of the Dewan of Mysore into, out of or upon the same premises by virtue of the Principal Indenture TO have and to hold the premises hereinbefore expressed to be hereby granted, assigned and reconveyed unto and to the use of the mortgagor, his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions, suits, accounts, claims and demands for or in respect of the said moneys or any part thereof or for or in respect of the Principal Indenture or of anything relating to the premises AND the Dewan of Mysore hereby covenants with the mortgagor, his heirs, executors, administrators and assigns that Dewan of Mysore has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are

is or can be impeached incumbered or affected in title, estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by; for and on behalf of the Government of Mysore acting in the premises for and on behalf of the Dewan of Mysore in the presence of.....

Form 30 (New).

Article. 161.

Application for House-Building or House Purchasing Advance.

1. Name and age next Birthday	
2. Official designation	
3. Monthly substantive pay of the applicant and pay or salary in *sub-pro-tem*, acting or temporary appointment, if any	
4. Amount of advance (six months' or one year's substantive pay) prayed for ..	
5. Locality where the house is to be built or purchased together with No. of the site or of the house as the case may be to be mortgaged to Government	
6. Whether the site intended to be built upon is situated in an extension laid out in accordance with a regular plan. (Note.—To be answered if the application is for advance of 12 months' pay).. ..	
7. Whether the applicant already owns a house in the extensions, old Town or City ..	
8. Whether the site intended to be built upon and the building thereon, if any, (the condition and market value of the latter may also be stated), are encumbered. If so, how ..	
9. Collateral security offered by the applicant (a) Personal, (b) Property. N.B.—Life Insurance Policies cannot be accepted as collateral security	

I hereby bind myself to use the money for the purpose I have applied for and in accordance with the rules regarding such advances contained in Article 161 of the Mysore Civil Account Code, Vol I and orders of Government and further engage myself to refund any surplus that may remain unutilized for the said purpose.

Signature of the applicant.

Official Superior's Certificate.

I certify that I consider the advance applied for necessary and may be sanctioned.

Station.....
Date.....

Signature and Designation of the Officer.

INSTRUCTIONS.

(*To be printed overleaf*).

1. Applications for House-building or House-purchasing advances must be made to the Financial Secretary to Government or to the Head of the Department to whom this power has been delegated by Government, through the applicant's departmental superior, who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended solely for the purpose specified and pledge himself that, should there be any surplus funds after the house is completed, they will be at once refunded to Government. Full particulars regarding the collateral security offered should be entered in all applications for advances, when the amount exceeds six months' pay and the bond for such collateral security should be executed before the first instalment of the advance is drawn from the Treasury.

2. The officer recommending a house-building advance and the officer who gets the mortgage deed executed, *viz.*, the Deputy Commissioner, should satisfy themselves by examining the title deeds that the site on which the house is proposed to be built and any immovable property offered as collateral security really belong to the individual concerned and the latter officer should deposit them in the Treasury along with the mortgage bond.

Form 31 (New).

Article 161.

Statement of House-building advances sanctioned to non-gazetted officers of Government under G. O. No. Fl. 1305-54 G. F. 70-18-1, dated the 3rd September 1918. (*Vide* Comptroller's Circular No. 664, Loans dated 9th November 1918).

Name and designation of officer	Monthly substantive pay	Whether advance of pay for 6 or 12 months has been sanctioned	Amount sanctioned	Whether the advance is for purchasing or building a house	Place and locality in which the house to be purchased or built is situated	Repayments		Month from which recovery should commence	Remarks
						No. of instalments	Amount of each instalment		

N. B, The column "Month from which recovery should commence" will be filled up by the Head of the Office, when the bill or voucher for payment of the advance, is presented to him and the same attested by him.

Station———— ————

Date————————

Signature of sanctioning authority————————

Designation————————————————

INSTRUCTIONS.

(To be printed overleaf).

1. Whenever House-building advances are sanctioned by the Heads of Departments, one copy of the order in this form, should be sent to the Comptroller, one to the Head of the Office in which the official to whom the advance is sanctioned is working and another copy to the Deputy Commissioner of the District in which the house to be built or purchased is situated.

2. As soon as the order sanctioning the advance is received by the Head of the office, he will communicate the order to the official concerned, so that he may execute the bonds required by the rules. The Deputy Commissioner of the District, will get the bonds executed and keep them in safe custody.

Form 32.

Article 162.

MORTGAGE BOND POR MOTOR CAR OR MOTOR CYCLE ADVANCES.

This Indenture made this..... day of..... between ..... (hereinafter called the borrower) of the one part and the Dewan of Mysore of the other part. Witnesseth that in consideration of the sum of rupees ..... on or before the execution of these presents paid by the Dewan of Mysore to the borrower the receipt whereof the borrower hereby acknowledges he the borrower doth hereby assign and transfer unto the Dewan of Mysore all that motor car-motor cycle-more particularly described in the schedule hereunder written by way of security for the said sum of rupees..... and interest thereon as provided hereinafter and the borrower doth further agree and declare that he will duly pay to the Dewan of Mysore the sum of rupees ..... aforesaid and interest thereon at....per cent per annum by equal payments of Rupees ..... each towards the principal and the whole of the interest till then due on the whole or balance of the unpaid principal as the case may be on the first day of every month after the date of these presents; provided always and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of ten days after the time hereinbefore provided for payment thereof or if the borrower shall leave the service of the Government of His Highness the Maharaja or die or if the borrower shall become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum and interest which shall then remain unpaid shall forthwith become payable and it is hereby agreed and declared that the Dewan of Mysore may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor car motor cycle and either remain in possession thereof without removing the same or else may remove and sell the said motor car-motor cycle either by public auction or private contract and may out of the sale moneys retain the principal sum and interest aforesaid or so much thereof as may for the time being remain unpaid together with all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the borrower, his executors, administrators or representatives and the borrower hereby further agrees with the Dewan of Mysore that he will not permit or suffer

the said motor car-motor cycle -to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will wherever the said motor car-motor cycle is injured or deteriorated forthwith repair and make good the same.

In Witness whereof the said ..... has hereunto set his hand the day and the year first above written. Signed by the said in the presence of

Name of witness (1)
Address and occupation of witness (2)
Name of second witness. (3)
Address and occupation of witness. (4)

SCHEDULE.

Form 33 (old 32 A)

Article 162.

Application for advance of pay to purchase a Motor Car or Motor bicycle.

1.	Name and age (next birthday) ..	
2.	Official designation. ..	
3.	Monthly sabstantive pay or salary of the Officer. ..	
4.	Amount of advance asked for ..	
5.	Approximate value of the motor car or cycle proposed to be purchased..	
6.	If it has already been purchased, the date when the purchase was effected.	
7.	Advance, if any, already drawn, the number and date of the Government Order sanctioning it, and the date on which it was fully adjusted ..	
8.	The bonus in the Mysore State Life Insurance, the officer is entitled to.	
9.	Whether the officer is willing to insure the car at his own expense, if he has not insured his life in State Life Insurance ..	

I hereby bind myself to use the money for the purpose I have applied for and in strict compliance with the rules laid down in Article 162 Mysore Civil Account Code, Volume I.

Signature of Applicant.

I consider that it is in the interests of the Public Service that the officer should use a motor car cycle for the discharge of his official duties.

Forwarded to the Secretary, Financial Department for favour of sanction through the Comptroller to Government.

Signature of the official Superior.

I hereby certify that the previous advance drawn by the applicant as per Government Order No, Fl. dated was fully adjusted in

Comptroller, Mysore Government.

Application for a second advance should be sent through the Comptroller.

(G. O. No. Fl. 2089-138—G. F. 12-20-17 dated 17th September 1920)

INSTRUCTIONS.

(*To be printed overleaf*).

Application for an advance to purchase a Motor Car or Motor Cycle, should be submitted in this form, to Government in the Financial Department, through the applicant's official superior. Application for a second advance should be sent through the Comptroller, who will forward the same to Government, with a certificate that the previous advance has been fully adjusted.

Form 34 (old 33).

Article 169.

Statement of recoveries made in the establishment bill of the..... .....for the month of.....19 .
on account of.....Advances.

Details of advance						Details of recoveries															
Month in which original advance was drawn	Treasury in which drawn	Office in which advance was taken	Authority for drawing the advance	Amount of original advance			Name and designation of the official from whom recovered	Number of instalment of recovery	Amount deducted in the bill						Recoveries up to the end of previous month			Total			Balance outstanding			Remarks, regarding transfer and leave of officials non-recovery of instalments, etc.
									Principal			Interest												
				Rs.	a.	p.			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	

Station.....

Signature of the Head of the Office..... ....

Date.....

Designation..... .....

NOTE. 1. There should be separate statement for each kind of advance.
2. This form of statement should be used, also in the case of recoveries effected in cash and remitted to the Treasury.

Form 35 (old 36).

Article 176.

Treasury receipt for and Advice of credit of revenue and receipts received in one taluk on account of another.

Date.....

To

Intimates that the sum of Rs..... has been tendered for credit in this Treasury by ....on account of ..... and requests that the necessary entries may be made in his books.

The heads to which the sums are credited are shown below—

Station.....

Date.....

From

To

Intimates that a sum of Rs..... Rupees..... has been tendered for credit in this Treasury by..... ..... on account of..... ..... and requests that necessary entries may be made in his books.

The heads to which the sums are credited are shown below —

Officer in Charge.

Receipt to be granted by the Treasury to the party tendering moneys for credit

Received rupees (in words)..... .....from..... .....on account of .... and credited this day to..... .... Rs.....

Date.....

.....Treasury

Officer in charge.

Form 36.

Article 202.

Reappropriation statement to accompany all applications for sanction to expenditure not provided for in the budget, or for additional allotments.. ....Department or Office.

Major, Minor, Sub and Detailed heads of Budget (The same details must be given as in the printed Civil Budget Estimate)	Heads of estimate proposed to be increased			
	Amount as in the sanctioned estimate	Actual expenditure up to date, *viz*	Probable expenditure during the remainder of the year.	Amount of additional allotment required
1	2	3	4	5
Heads of estimates to be increased,				
Total ...				
Heads of estimates to be reduced,				
Total ...				

Heads of estimate proposed to be reduced				
Amount as in the sanctioned estimate	Actual expenditure up to date, *viz*,	Probable expenditure during the remainder of the year	Amount available for reappropriation	Remarks, (here state fully the reasons for exceeding the allotment and for anticipating savings)
6	7	8	9	10

NOTE 1.—Any further explanations should be given on the reverse, where also, if no reappropriation is possible, the urgency and necessity for expenditure must be fully explained.

NOTE 2.—Reappropriations already sanctioned should be indicated by + and — entries in columns 2 and 6, quoting the number and date of sanction.

N. B.—To be forwarded in duplicate.

Station.....

Date.....

Signature and Designation.

INSTRUCTIONS.

(*To be printed on the reverse*).

(1) If, on account of exceptional reasons, expenditure, which is either not provided for in the budget estimates of the current year or is in excess of the budget provision, has to be incurred, application should be made for the provision of additional funds accompanied by a statement in this form showing how the expenditure is proposed to be met. When such an application is sent, the reason for considering it indispensably necessary that the outlay should be immediately incurred and not postponed to the next financial year should be stated. It should also be explained why the need for expenditure was not foreseen in time for its inclusion in the budget estimates.

(2) The reappropriation statement should be submitted to Government in duplicate through the Comptroller. Care should be taken to see that all the particulars therein required are invariably filled in and that, when necessary, the district details required for audit purposes are given.

(3) In these statements, the figures of the budget estimates must be given and not those of the revised estimates. Columns 2 and 6 must show the amounts sanctioned by Government in the Budget estimates. If reappropriations have been made subsequently the alterations sanctioned up-to-date must be shown by plus and minus figures supported by explanatory memos.

(4) The revised estimates should not, in any way be connected with such applications, as they cannot be used for purposes, either of budget control or of audit.

(5) If any additional funds are required after the 1st May, application therefor may be made direct to Government.

(6) Columns 3 and 7 (actual expenditure up-to-date.) The period should be specified.

(7) The heads of departments referred to in Appendix XXII B are empowered to sanction reappropriation of contingent grants, within the same minor head in their departmental budget, up to a limit of Rs. 500. Sanction accorded by the Heads of Departments should be communicated to the Comptroller in this form only.

Form 37 (old 41).

Article 210.

RECEIPT FOR INTEREST ON ENDOWMENT FUND.

Received from the Officer in charge of the.....Treasury.

Government order sanctioning the deposit	By whom and on what account deposit made	Amount of deposit			Rate of interest	For what half-year	Amount of interest			Remarks
		Rs.	a.	p.			Rs.	a.	p.	

Date.....

In words Rs.....

Signature of payee.

Countersigned.

Designation.....

Certified that the annual report on the Administration of the charity, due from the Manager or managing body by the 15th January of each year, has been received for the previous year and that he has satisfied himself that the interest drawn previously has been properly utilised or accounted for.

Station.....

Signature of countersigning Officer.

Date.....

Designation.....

INSTRUCTIONS.

(To be printed on the reverse).

1. Interest on these deposits is payable in July and January of every year and is paid on bills countersigned by the Deputy Commissioners or other controlling officers authorised to countersign such bills, and preaudited by the Comptroller.

2. Bills in which payment of the half-yearly interest due is claimed should be presented by the Managers of the institutions to the countersigning officer, with a report on the condition of the institution concerned.

3. The managers or the managing bodies of the Charitable endowments should submit to the officers, who countersign the bills for interest on the endowments, an annual report on the administration of the charity and a brief statement of accounts as required by the agreements executed by them, on or before the 15th of January of every year. No bill for interest should be countersigned after that date, except on the receipt of the annual report above referred to, and after the countersigning officer has satisfied himself that the interest drawn previously has been properly utilised or accounted for. A certificate to this effect should be recorded on the bill by the countersigning officer. The countersigned bills will then be forwarded to the Comptroller for audit and payment.

Form 38 (old 48).

Article 217.

Register of repayments of Deposits at Treasury.

Details of original deposit			Date of present repayment	No. of repayment voucher	To whom repaid	Amount repaid		Initials of		Daily total carried to cash book	Remarks
Date of receipt	No. as per register of receipts	Amount or balance of deposit				In cash	By transfer	Accountant	Treasurer or disbursing officer		

INSTRUCTIONS.

(To be printed on the wrapper of the Register).

1. Repayments of deposits will be entered in a register in this form, from which a daily total is carried to the cash book The date and amount of repayment will be noted in the register of receipts, against the original entry of receipt.

2. When a deposit is adjusted by transfer to some head of account, the head of account to which it is transferred and the item in which it is included in the treasury account should be noted both in the register of receipts and in the register of repayments and it should be separately entered in the register of transfer transactions. The voucher for the amount will clearly state these facts under the signature of the Treasury officer and should be signed by the officer who ordered the acceptance of the deposit.

3. Voucher numbers should invariably be noted in the repayment register as well as on the voucher itself to facilitate check.

Form 39 (old 49).

Article 218.

Voucher for Revenue Deposits repaid—Voucher No.....for the month of.....19 .

For use in the Treasury	Original Deposit No.	Date	Amount Rs. a. p.	Name of Depositor	Balance Available Rs. a. p.	Amount of refund claimed Rs. a. p.
Examined and entered in the Deposit Register. Pay Rs. (in words).....						
Date.....Accountant,.....Treasury Officer.						

Paid Rs.....

Shroff Treasurer

ಮೇಲ್ಕಂಡ ಡಿಪಾಜಿಟ್ಟಿಗಾಗಿ ಬರತಕ್ಕ ಮೊಬಲಗು ರೂಪಾಯಿಗಳು.....
.....ಆಣೆಗಳು.....ಪೈ.....ನನಿಗೆ ಪಾವತಿ ಮಾಡಬೇಕಾಗಿ ಬೇಡುತ್ತೇನೆ.—

I request the payment to me of the sum of Rs. a. p. (in words).....
.....being the amount payable on account of the Deposit described above.

Dated.....19 . Signature of the claimant.

Passed for payment of Rupees (in words).....

Contents received. ಮೊಬಲಗು ನನಿಗೆ ಸಂದಿರುತ್ತದೆ.

Signature and designation of the officer ordering the repayment of the Deposit.

Signature of the payee with stamp and date.

Fo use in the Comptroller's Office
Civil Debt Heads 15 (a)Revenue Deposits.

Admitted Rs.....as...p...
Objected to Rs.....as...p...
vide reverse.

Date.....Adtr. Supt. Revg. Officer.

(G. O. No. Fl. 6465-524—G. F. 235-25-4, dated 12th May 1926).

INSTRUCTIONS.

(To be printed overleaf).

A person claiming refund of a deposit, must produce an order of the court or other authority, which ordered acceptance of the deposit ; this order, the Treasury Officer will compare with the entry in the register of receipts and if the balance be sufficient, he will take the payee's receipt, make payment, and record it at once under his initials both in the register of repayments and in that of receipts. If there be not a sufficient balance at credit of the particular item, the Treasury Officer will endorse this fact on the order and return it to the person presenting it.

Form 40 (old 50).
Article 219.

Register of Receipts of Revenue / Judicial Deposits in the month of at Treasury

Date of receipt	No. of each deposit	From whom received	Nature of deposit	Amount of each deposit	Initials of T. O.	Daily total carried to cash book	Details of Repayment										Total re-payments	Initials of T. O.	Lapsed and credited to Government
							Date	Amount of each repayment	Initials of T. O.	Date	Amount of each repayment	Initials of T. O.	Date	Amount of each repayment	Initials of T. O.	Date	Amount of each repayment			

INSTRUCTIONS.

(*To be printed on the wrapper of the Register.*)

1. Each item of deposit received must at once be entered in a register in this form and numbered. There should be separate registers for Revenue and Judicial deposits, a separate series of numbers being given, for each register beginning anew each year. The entry in the column "Nature of deposit" should be sufficiently clear to explain why the amount is deposited. Every item must be recorded, in the name of the person from whom, not that of the Government official through whom it is received; it must be passed through the accounts even though repaid on the day of receipt and be kept distinct, however small it be, till finally disposed of, never being consolidated with others. It is of importance that each deposit should be exactly confined to its own cage, as the Comptroller has to note repayments against it.

2. The Treasury Officer will carefully check the amount and particulars of each entry and then set his initials in the proper column against it.

3. The daily total will be carried from each register to the cash book.

Form 41 (old 50 A)

Article 219.

Extract Register of Receipts of.....Deposits at the.....Treasury in the month of.....19

(To be submitted to the Comptroller.)

Date of receipt	Number of each deposit	From whom received	Nature of each deposit	Amount of each deposit	Details of repayments – (to be posted in the Comptroller's Office)									
					July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total repayments	Balance of each deposit		Remarks
															Lapsed and credited to Government	Transferred to Clearance Register	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

INSTRUCTIONS.

(To be printed on the wrapper of the Register.)

The extract of the register of receipts of deposits, to be sent by the Treasury to the Comptroller along with the monthly accounts, will contain the first five columns of the office copy, besides money columns on both sides for posting repayments in the Comptroller's office. totals etc.

Form 42 (old 51)

Article 223

Statement of Lapsed $\frac{\text{Revenue}}{\text{Judicial}}$ Deposits, of the.....Treasury for the year 19....19...

Particulars of Deposit				For use in Comptroller's Office			
Date of the Original credit in Treasury accounts	Number		Balance Lapsed	No. and date of Refund Order	Amount of Refund sanctioned	Initials	Remarks
	General	Special					
			Rs. a. p.		Rs. a. p.		
Total ...							

Station.....

Date.....

Examined

Accountant

Officer in charge of the District Treasury.

INSTRUCTIONS.

(To be printed overleaf.)

Deposits not exceeding one rupee unclaimed for one whole account year, balances not exceeding one rupee of deposits partly repaid during the year then closing and all balances unclaimed for more than three complete account years, will, at the close of June in each year, be credited to Government by means of transfer entries in the Account Office. The Treasury Officer must submit to the Comptroller immediately after 30th June, a list of such deposits or balances thus lapsing in this form.

(2) Early in June the old registers of deposits should be taken up, and an extract made of those of each class which would, in ordinary course, whether from age or pettiness, lapse at the end of the month. This list should then be reviewed by the Treasury Officer, and any item, which, in his opinion should not be so dealt with, should be struck out and at the same time (if it be an item lapsing from age) entered on the first page of the annual Clearance Registers for that class, full details of the reasons why it is not to lapse being given in a covering memorandum. Similarly if any item is repaid in the course of the month, it should be struck out of this list at the same time as the payment is entered in the registers of receipt and repayment. On the 30th of June, each of these lists should be again checked with the register of receipts, wherein its items should be marked off as having lapsed and been credited to Government on 30th June, and the total of the list should be deducted in the plus and minus Momorandum from the balance shown at credit of the particular class of deposits and the list itself, signed by the Treasury Officer should be forwarded to the Comptroller.

(3) In preparing the lapsed statement, the items should be entered in chronological order, and separate totals should be given for deposits relating to different years.

(4) The annual account of lapses should be very carefully prepared. A careful observance of the instructions contained in Article 223, Mysore Civil Account Code, Vol. I, will much facilitate the preparation of this account. The Treasury Officers should simply deduct the total amount of lapses from the plus and minus memorandum, subject to any amendment that may be made by the Comptroller and not make any transfer adjustment of it in their accounts, as this is made by the Comptroller's office after the statements have been verified.

Form 43 (old 52).

Article 225.

Refund of Lapsed Deposits.

To

THE COMPTROLLER IN MYSORE.

SIR,

The following refunds of Lapsed Deposits aggregating Rupees.....(in words) have been claimed by..... of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Class of Deposit	Particulars of original Deposit		Balance credited to Government			Date of Lapsed Statement	Amount claimed			Remarks
	Date of the Deposit in the Treasury	General or special No.								
*			Rs.	a.	p.		Rs.	a.	p.	

*Here enter Revenue, Judicial, Forest, Personal Deposit or Public Works Deposit, etc., as the case may be.

(Signature.)

The.....19

Judge, Magistrate or other Officer.

Non-payment certificate of the Treasury.

Certified that a sum of Rs.....(in words)..... lapsed to Government on.....and included in the sum of Rs.... being the total amount lapsed of the Treasury for the year.....and that the same has not been paid up to date.

Treasury Officer.

Comptroller's Office No.....dated.....

Sanctioned.

Comptroller.

Received payment

Date.....

Receipt Stamp

Claimant.

Pay Rupees( ).....only.

The.....19

Examined

Accountant.

Treasury Officer.

Note.—The signature of the claimant should be obtained on this form, and the form should be returned as a voucher in support of the debit.

INSTRUCTIONS.

(To be printed overleaf.)

1. Deposits lapsed and credited to Government cannot be repaid without the sanction of the Comptroller but this sanction will be given as a matter of course on ascertaining that the item was really received, was carried to credit as lapsed, is covered by the Treasury Officer's certificate as to nonpayment up-to-date and is claimed by the person who might have drawn it any time before the lapse. The amount of a lapsed deposit refunded will, however, be charged in the General List of payments as a refund and not debited to deposits. But the payment of the deposit should be recorded in the Treasury register of receipts, so as to guard against a second payment.

2. There must be a separate application for deposits repayable to each person and it will be used as the voucher on which payment is to be made and submitted to the Comptroller with the General List of payments in which it is charged.

Form 44 (old 52 A).

Article 232.

Plus and Minus Memo of Personal Deposit Account of.....
Department or Office with the treasury
at .....for the month of.....19

Opening Balance	Receipts during the month	Total	Payments during the month	Closing Balance	Remarks
1	2	3	4	5	6

Verification of Closing balance with the treasury balance.

1. Deduct amount of receipts not remitted to the treasury for the reasons specified in column 6.

2. Add amount of uncashed cheques as per list given below..

Total ..

As per treasury pass book .. ..

List of uncashed cheques.

Date	No.	Amount	Date	No.	Amount	Date	No.	Amount	Date	No.	Amount	Remarks
									Total			

Station.....

Date.....

To the Comptroller,
Government of Mysore, Bangalore.

Signature and Designation.

INSTRUCTIONS.

(To be printed overleaf.)

1. Each officer who has been permitted to open a personal deposit account at the Treasury should send to the Comptroller monthly a statement, in this form, showing the opening balance, receipts, payments by cheques and closing balance duly verified with the entries in the Treasury pass book, before the 10th of the following month. The cause of difference, if any, between the Treasury and depositor's balances and the steps taken to reconcile them should be noted in the remarks column of the statement.

N. B.—The Plus and Minus memo in respect of the deposits of Nazirs of Civil Courts, will be in the form prescribed by the Chief Court.

Form 45 (new.)
Article 237.

Private Estates under Government management for repayment of loans—other purposes

Statement of transactions in the.....District, during the month of—19

No.	Name of owner or Jahgirdar	Taluk	Name of village or estate	Balance on 1st July			Receipts						Total including balance			Expenditure												Balance reserved for expenditure			Remarks
							During the month			Up to the end of previous month						During the month			Up to the end of previous month			Credit to loan account			Total						
				Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Total.....																														
Add cheques of previous months cashed during the month as per list attached																														
Grand total.....																														
Deduct uncashed cheques of the month as per list attached.....																														
As per Departmental accounts...																														
As per Treasury accounts.....																														
Difference.....																														

Station.....
Date.....

Deputy Commissioner,
.....District.

INSTRUCTIONS.

(To be printed overleaf.)

The Deputy Commissioner, who maintains the detailed accounts of estates under Government management for repayment of loans and other purposes, sends, to the Comptroller, duly verified with the treasury accounts, a monthly statement of transactions under each of the heads, not later than the 20th of the month following that to which the statement relates.

Form 46 (old 53).

Article 291.

Mysore State Life Insurance.

Monthly Statement of Premia realised by deduction in the Pay Bill at the office of.....and remitted to the.....treasury during the month of.....19 .

Date on which premium is realised	Policy No.	Name of Insured	Month for which premium is realised	Amount			Remarks
				Rs.	a.	p	
			Total ...				

Station.....
Date.....19 .

Signature and
Designation of Drawing officer.

INSTRUCTIONS.

(To be printed overleaf.)

1. To each salary or establishment bill should be attached a statement showing, details of deductions made in the bill on account of each fund. In departments, in which salaries are drawn by cheques on treasuries, a separate cheque will be drawn for the subscriptions due from the staff of each office, simultaneously with the drawing of a cheque for the salary of the Staff, and sent to the treasury for transfer credit to the funds concerned. The detailed statement referred to above should accompany each such cheque.

2. Whenever a subscriber is transferred, promoted degraded, dismissed, or absent on leave, or whenever his appointment under Government is affected in any other manner, such changes should be specially noted in the remarks column of the statement.

Form 47 (old 59).

Article 293.

Mysore State Life Insurance.

VOUCHERS FOR PAYMENT OF BONUS.

Received from the officer in charge of.....Treasury the sum of Rupees *.....
being the amount of.....due on Policy No.....dated....
duly surrendered to the Secretary to the Insurance Committee, the holder thereof having† .....*vide* Insurance Secretary's letter No.....dated.....19 .....
Station.....
Date.....

Signature of payee, with his designation, if any, and relationship to the deceased.

Gross amount ordered to be paid Rs.....

Less deductions ordered by the Insurance office Rs.....
by the Comptroller Rs.....

Note.—

* *Here enter the gross amount paid.*

† *Here state*

(*a*) *died on*.....

(*b*) *attained the age of 55 years on* .....

(*c*) *ceased to be in Government service, as the case may be*

Date

Treasury Officer.

N.B.—One anna Mysore Government Receipt Stamp should be affixed to this receipt for amounts exceeding Rs. 20.

INSTRUCTIONS.

(*To be printed overleaf.*)

The payment at Treasuries of surrender values or bonuses due on behalf of the insured is authorised by the Insurance Secretary in each case. Payment, which is made on a receipt in this form, shall be subject to deduction of any amount that may be due to Government by the Insured. In the Treasury accounts, the gross amount should be charged and not the net amount paid to the payee. The heads under which the several deductions were credited in the Treasury Accounts by transfer should be clearly noted on the voucher.

Form 48 (old 63).
Article 291.

STATE PROVIDENT FUND.

Schedule of Subscriptions, etc., to State Provident Fund deducted from pay, in the pay bill of the Office of.....
or realised in cash and remitted to.....Treasury during the month of.....19 .

Account No.	Name	Salary	Rate of subscription	Amount realised					Remarks
				Subscription proper	Refunds of withdrawals				
					Amount withdrawn	Amount refunded to end of previous month	Amount refunded during the current month	Balance out standing	
1	2	3	4	5	6	7	8	9	10

Station.....
Dated.....

Signature and Designation of Drawing Officer.

INSTRUCTIONS.

(To be printed overleaf.)

1. To each salary or establishment bill should be attached a statement showing details of deductions made in the bill on account of each fund. In departments in which salaries are drawn by cheques on treasuries, a separate cheque will be drawn for the subscriptions due from the staff of each office, simultaneously, with the drawing of a cheque for the salary of the Staff, and sent to the treasury for transfer credit to the funds concerned. The detailed statement referred to above should accompany each such cheque.

2. Whenever a subscriber is transferred, promoted, degraded, dismissed, or absent on leave, or whenever his appointment under Government is affected in any other manner, such changes should be specially noted in the remarks column of of the statement.

3. As regards refund of withdrawals, full particulars of advances and recoveries should be furnished.

Form 49 (old 1.)

ANNEXURE.—Para 2.

Register of Cash Remittances made to the Treasury from the_____

Date of remittance	Date of receipt in the remitting office of the amount remitted	On what account	Head of credit in the Treasury accounts	Amount in figures			Amount in words	Signature of the Treasurer	Signature of the Treasury Officer	Remarks
1	2	3	4	5			6	7	8	9
				Rs.	a.	p.				

Form 50 (old 7.)

ANNEXURE.—Para 33.

Application for pension or gratuity.

1	Name of Applicant	....
2	Father's Name	.....
3	Race, Sect and Caste	....
4	Residence, showing village and present address.....	....
5	Present or last employment, including name of establishment.....	....
6	Date of beginning of service.....	....
7	Date of ending of service.....	....
8	Length of service, including interruptions	Y. M. D. ....
	of which Superior.....	.....
	Inferior	....
	Non-qualifying and interruptions...	....
9	Class of Pension or Gratuity applied for, and cause of application *.....	... .
10	[Average] Emoluments or Pay.....	.....
11	Proposed Pension.....	....
12	Proposed Gratuity..	....
13	Date from which Pension is to commence	....
14	Place of Payment	....
15	Date of applicant's birth by Christian era‡.....	....
16	Height.....	.....Feet .... Inches .....
17	Marks†	....
18	Date.....	....
19	Register No..... (in Comptroller's Office)	*Signature of Head of Office*

* If the application is for a Compensation Pension or Gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated.

‡ If not known exactly, must be stated on the best information or estimate.

† If there be no ostensible marks, the applicant may be referred to a Medical Officer for examination and the marks that may be given by that officer may be entered. These must include an impression of the ball of the applicant's left thumb made in the space for the purpose shown below.

N.B.--Details against items 1, 2, 3, 4 and 14 should be entered in block capitals.

Thumb impression of——late———taken in my presence this——day of——19 .

Signature and designation.

Form 50—(*contd.*) Second page.

HISTORY OF THE SERVICE (showing interruption) OF

Establishment	Appointment	Pay	Acting allowance	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as service	Remarks	How verified	Remarks by the Audit Office
						Y. M. D.	Y. M. D.			
	Total period of Superior and Inferior Service.									

Form 50—(*contd.*) Third page.

REMARKS BY HEAD OF OFFICE.

1 As to character and past conduct of Applicant.

2 Explanation of any suspension or degradation.

3 Information regarding any gratuity or pension already received by applicant (see Chapter XX. M. S. R.)

4 Explanation under Art. 293 M. S. R. so far as the Head of the Office can give it as to why it is not possible to provide suitable appointment for an applicant for compensation pension.

5 Any other Remarks (see Art. 295 and 492 M.S.R.)

6 Specific Opinion of Head of Office, whether the service claimed is established and should be admitted or not (see Article 491 (*b*) M. S. R.)

7 The date and No. of letter in which information referred to in Art. 502, M. S. R. was supplied. If the information was not supplied the reason for the omission should be stated. (*Vide* para 3 of Govt. Cir. Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909)

8 If the procedure of preliminary verification directed in para 2 (1) of the above circular order was not adopted, explanation for the omission.

9 Explanation of delay, if any, in the submission of the formal application.

Signature of Head of Office.

P.
No. of 19 —19 . Bangalore, dated 19 .

CERTIFICATE AND REPORT OF THE COMPTROLLER.

Certified that (subject to the remarks below recorded) qualifying service in Superior—Inferior grades, has been duly proved for years, months, days, and that a Pension—Gratuity, not exceeding Rupees is admissible under Articles of the Mysore Service Regulations, 5th Edition. But the full amount admissible under the rules is not to be given as a matter of course, or unless the service rendered is really approved, *vide* Article 333 (*b*) of the Regulations.

The calculations have been duly verified. The Pension, Gratuity, is chargeable to

Comptroller.

Form 50--(*concld.*) Fourth page.

(DOCKET.)

Application for pensionor or gratuity	.....
Date of application	.....
Name of applicant	.....
Last appointment	.....
Class of pension or gratuity	.....
Amount of pension sanctioned	.....
Amount of gratuity sanctioned	.....
Date of commencement	.....
Date of sanction	.....

Form 51 (New).

APPENDIX V—Part II—Para 2.

Statement of deductions on account of Income-tax in the Establishment bill of.....for the month of..... 19 .

Serial No.	Name and rank	Gross amount of salary and allowance drawn			Deductions on account of Insurance Fund Provident Fund, etc.			Net amount taxable			Tax at three pies in the Rupee		
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.

Form 52 (Old 26).

APPENDIX XII—Serial No. 15.

Detailed Bill of Remuneration to Copyists and Examiners payable at Treasury.

Court of the.....	.....Treasury.
For the month of.....	Voucher No.....
Head of Service.....	of.....I II List of
Bill No.....	payments for.....19..

Names of copyists or Examiners	Number of stamp slips for which paid	Copyists at 1 anna 4 pies per stamp slip			Examiners at 4 pies per stamp slip			Total amount claimed		
		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Copyists ..										
Examiners ..										
Grand Total ..										

DEDUCT.—Undisbursed remuneration refunded as detailed on the reverse

Recoveries ordered by Comptroller in letter or objection memo No. dated.....

Other deductions (to be specified).....

Total deductions ..

Net sum required for payment.....

Rupees (in words).....

Contents received.

Station.....

Date.....

Signature and designation of Head of office.

Pay.....

Examined and entered.

Treasury Accountant.

Date.

Treasury Officer.

Paid

Date.

Shroff

Received payment.

Signature of the payee.

Form 52—(*concld.*)

The following certificates, etc., must be signed in all cases. The Treasury Officer should refuse to encash a bill unless these certificates, etc., are signed.

1. Certified that all remuneration drawn on previous bills (with the exception of those detailed below whereof the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their receipts have been taken in the Acquittance rolls filed in my office with receipt stamp, duly defaced, for every payment in excess of Rs. 20.

2. Certified that none of the copyists and examiners for whom remuneration is claimed in this bill is a salaried official under Government.

3. Certified that the stamp foils were actually counted and destroyed in my presence and I have satisfied myself that the amount charged in the bill corresponds exactly with the amounts payable on the foils destroyed.

Details of remuneration of absentees refunded.

Allotment of 19 Rs.	Names of absentees	Date and amount of the original bill	Reason for the non-disbursement	Amount		
Expenditure including this bill.				Rs.	a.	p.
Balance available. Rs.						
			Total ...			

Station.....
Date.....

Signature and designation of Head of Office.

Major Head
Minor Head
Detailed Head—Remuneration to copyists and examiners.
Total amount of Bill, Rs.

Admitted Rs.
Objected to Rs.
Total amount of bill Rs.

Auditor . Superintendent. Reviewing Officer.

INSTRUCTIONS.

(To be printed overleaf.)

1. Amounts required for payment of remuneration to copyists and examiners in Civil and Criminal Courts should be drawn from the Treasury under the signature of the Presiding Judge. The bill should contain full details of names of copyists and examiners, the number of slips copied, and examined by each, and the amounts claimed.

2. No copies shall be prepared or examined by any salaried official of the Court nor shall such official receive any remuneration therefrom. A certificate to this effect should be recorded on the bill.

NOTE.—In exceptional cases, where remuneration is claimed for salaried officials of the Court, with the sanction of the competent authority, the authority should be quoted on the bills.

Form 53 (**Old** 27.)

APPENDIX XII—Serial No. 43

Certificate to be attached to the Detailed Contingent bill of / bill of....(Firm or Contractor.) the ..... Office for the month of 19 , for Rs..... relating to the.....

1. I certify that purchases of articles have been made in accordance with the rules laid down by Government for the purchase of Stores (*vide* also Appendix XII Mysore Civil Account Code, Vol. I).

2. I certify that the quantities noted in the bill are correct, the quality is good, the rates paid are in accordance with those accepted by the Stores Purchase Committee / the Head of the Department after calling for tenders, and that the articles charged for in the bill have been brought on the stock accounts on (date)——

3. I certify that suitable notes of payment have been recorded against the indents and invoices concerned.

4. I certify that all commission—wholesale, retail or special—obtainable in respect of the purchases included in this bill have been recovered and that the amount of such commission, in whatsoever manner received, has been credited to Government in cash—*vide* Treasury Receipt enclosed / by deduction from bill No. dated 19 .

or

No commission has been allowed by the Firm.

5. The tender system was not followed in purchasing items Nos. because.....

Signature and designation of Drawing Officer.

Station.....

Dated .....

Countersigned.

Station..... *Signature and designation*

Dated ..... *of Countersigning Officer.*

N.B.—Such of the certificates as are not necessary should be scored out and those retained should be initialled by the Head of the Office.

Form 54 (Old 67.)

APPENDIX XIII.

Statement showing compensation awarded by..... under section ..... Regulation VII of 1894, to all the persons interested in the plot of land situated in the village of ..... in estate..... No. ..... on the Revenue Roll of the District of ..... Taluk .....

NO. AND DATE OF STATEMENT.....

DATE OF AWARD.....

Name of work for which land has been acquired.....

No. and date of declaration in the *Mysore Gazette, viz.*, No. ....., dated..... ..... page.....

1	2	3	4	5	6	7	8	9*		10	
Serial number	Names of persons to whom payment is due under the award	Area of land	Abatement of Land Revenue	A valuation of any buildings that may be taken upon the land	Total amount due to each person, including the amount shown in column 5, the amount awarded for the land, interest costs and any other amounts due to the payee in connection with the acquisition of the land	Distribution of the amount in column 6 taken from the subsidiary statement, Form 55	Remarks	Number and date of voucher.		Date on which possession of the land was handed over to the Departmental authorities for whom it is acquired	
								No.	Date	Date	Reference to the report stating the date
			Rs. a. p.	Rs. a. p.	Rs. a. p.						

* To be filled up in the Comptroller's office.

Note 1.—Each award statement should be confined to the lands to be taken under one declaration—*i.e.*, the awards given for lands acquired under more than one declaration should not be incorporated in one statement, but as many separate statements submitted as there are declarations.

Note 2.—Regarding column 7, see note to Form 55.

Note 3.—In special cases where other than cash compensation is given, the "Remarks" column will be sub-divided into the following nine columns showing details of such compensation—(1) Village, (2) Extent, (3) Assessment, (4) value of occupancy right in the fresh grant of land, (5) Tenure (Raiyatwari or Inam) (6) Jodi or quit-rent (it any), charged when grant is made on Inam Tenure, (7) Abatement of revenue, (8) Cash compensation, (9) Total of 4, 7 and 8.

Form 55 (Old 68.)

APPENDIX XIII.

Particulars regarding the acceptance by the persons concerned of amounts entered in Award Statement No. ..... dated .....

Name of work for which land has been acquired .....

No. and date of declaration in the *Mysore Gazette, viz.*, No. ..... dated .... page .....

Serial No. in the Statement of award under Section II of the Regulation	Name of person to whom payment is made under the award	Particulars of amount entered in column 6 of the Award Statement			
		a	*b*	*c*	*d*
		Amount accepted without protest	Amount accepted under protest	Amount refused and the Court in which it is deposited	Amount undisbursed owing to non-attendance, and the treasury in which it is deposited
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

NOTE.—In noting these particulars in the Award Statement, it may be sufficient to enter the letter *a*, *b*, *c* or *d*, as the case may be, in column 7 of the Statement, when the whole amount of the award is shown in one of the four sub-columns *a*, *b*, *c* or *d*, in this Statement.

Form 56 (Old 69.)

APPENDIX XIII.

Statement showing the amount of compensation awarded by the Court of ..... under section 26 of Regulation VII of 1894.

NO. AND DATE OF STATEMENT.....

Name of work for which land has been acquired.....

No. and date of declaration in the *Mysore Gazette, viz.*, No..... dated ..... page .....

Serial No. in the Statement of award under Section 11 of the Regulation	Names of persons to whom payment is due under the award	Amount originally awarded	Amount paid by Deputy Commissioner under the original award	Total amount awarded by the Court	Further payments due	Remarks	No. and date of Voucher
1	2	3	4	5	6	7	8
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		

Form 57 (Old 70.)

APPENDIX XIII.

Voucher for payment of award.

No. of Voucher.....

Name of work for which the land has been acquired.....

.....

No. and date of declaration in *the Mysore Gazette, viz.*, No.....dated.....

Serial No.....in Award Statement No..... dated.....

Name of payee.....

I.....of.....

Taluk..... ..District.....

do hereby acknowledge to have received Rs..... .....on account of cost of land taken up by Government, as detailed on reverse.

Signature of payee.....

Locality.....

Paid in my presence $\frac{\text{in cash}}{\text{by pass order}}$ to..... resident of village.....

Station.....Taluk.....District..... .... the sum of Rupees.....annas.....pies.....only.

†Rs..... .....

Dated..... .....19 .

†In figures. *Signature and Designation.*

NOTE.—The receipt should be in English, but when the payee is unable to write in English, he may give a receipt in the vernacular.

No. of Voucher.....

Name of work for which the land has been acquired.....

.....

No. and date of declaration in *the Mysore Gazette, viz.*, No.....dated.....

Serial No.....in Award Statement No..... dated.....

Name of payee.....

I.....of.....

Taluk.....District.....

do hereby acknowledge to have received Rs..... on account of cost of land taken up by Government, as detailed on reverse.

Signature of payee.....

Locality.....

Paid in my presence $\frac{\text{in cash}}{\text{by pass order}}$ to ....resident of village.....

Station.....Taluk.....District.....the sum of Rupees..... .. annas.....pies.....only.

†Rs.....

Dated.....19 .

†In figures. *Signature and Designation*

NOTE.—The receipt should be in English, but when the payee is unable t write in English, he may give a receipt in the vernacular,

(Reverse of Form 57.)

DETAILS OF LAND, ETC., AND THEIR VALUES.

Village.....Taluk..... District.....

Land.....Acres..... Guntas..... Sq. yards.

Value.....Rupees..... Annas.....Pies

DETAILS OF LAND, ETC., AND THEIR VALUES.

Village..... Taluk..... District.....

Land.....Acres..... Guntas..... Sq. yards.

Value..... Rupees..... Annas.....Pies

Form 58 (**Old** 71).

APPENDIX XIII.

Consolidated voucher for payment made during 19 , in accordance with Award Statement No. dated , on account of land acquired for in the District of Taluk , Village

1	2	3	4			5
Serial No. in Award Statement	Name of payee	Area of land	Amount paid			Signature of the payee and date of payment
			Rs.	a.	p.	
	Total ..	...				

Paid in my presence $\frac{\text{in cash}}{\text{by pass order}}$ to the above persons the total sum of rupees*.....annas ..... pies.....

Dated the 19 *In words *Signature of Officer.*

Form 59 (old 72.)

APPENDIX XIII.

Name of work for which land has been acquired.....
To the Judge of the Court at.....
The sum of Rs.....on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Regulation VII 1894.

Serial No. in Award Statement No.	Names of parties	Area of land	Amount payable to each			Remarks
		Acres	Rs.	a.	p.	
	Total ...					

Paid by pass order No. .....dated.....on the .....Treasury.
Land Acquisition Officer.

Dated.....19 .
Received the above amount for credit to Civil Court Deposits.
Judge.

NOTE.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Name of work for which land has been acquired.....
To the Judge of the Court at.....
The sum of Rs.....on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Regulation VII of 1894.

Serial No. in Award Statement No.	Names of parties	Area of land	Amount payable to each			Remarks
		Acres	Rs.	a.	p.	
	Total ...					

Paid by pass order No. ... .dated... ....on the.....Treasury.
Land Acquisition Officer.

Dated.....19 .
Received the above amount for credit to Civil Court Deposits.
Judge.

NOTE.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Name of work for which land has been acquired.....
To the Judge of the Court at..... .....
The sum of Rs.....on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Regulation VII of 1894.

Serial No. in Award Statement No.	Names of parties	Area of land	Amount payable to each			Remarks
		Acres	Rs.	a.	p.	
	Total ...					

Paid by pass order No. .....dated.....on the.. .....Treasury.
Land Acquisition Officer.

Dated.....19 .
Received the above amount for credit to Civil Courts Deposits.

NOTE.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Form 60 (Old 73.)

APPENDIX XIII.

Name of work for which land has been acquired .....

To the Officer in charge of .....Treasury.

Please receive for transfer to credit of Revenue deposits the sum of Rs..... .....on account of compensation for land taken up for the above purpose, payable as detailed below.—

Serial No. in Award Statement No.	Names of persons to whom due	Area of land	Amount payable to each	Remarks
		Acres	Rs. a. p.	
	Total ...			

Land Acquisition Officer.

Dated.....19 .

Received the above amount and credited to Revenue Deposits.

Treasury Officer,

NOTE.—1. This form should be used when the amounts of compensation due are sent to Treasury in the absence of proprietors who have failed to present themselves for payment.

2 The deposit should be in the name of the party to whom the amount is payable and not in the name of the Government Officer.

Name of work for which land has been acquired ... .

To the Officer in charge of .....Treasury.

Please receive for transfer to credit of Revenue deposits the sum of Rs.....on account of compensation for land taken up for the above purpose, payable as detailed below.—

Serial No. in Award Statement No.	Names of persons to whom due	Area of land	Amount payable to each	Remarks
		Acres	Rs. a. p.	
	Total ...			

Land Acquisition Officer.

Dated.....19 .

Received the above amount and credited to Revenue Deposits

Treasury Officer.

NOTE—1. This form should be used when the amounts of compensation due are sent to Treasury in the absence of proprietors who have failed to present themselves for payment.

2. The deposit should be in the name of the party to whom the amount is payable and not in the name of the Government Officer.

(Form 61 Old 31 A.)

APPENDIX XV—PARA 5.

Form of Agreement to be used by Local Bodies taking loans from Government.

This Indenture made the.....day of..... between the ..... Municipal Council or District or Taluk Board (hereinafter called the corporation) of the one part, and the Government of His Highness the Maharaja of Mysore, (hereinafter called the Government) of the other part.

Whereas an application was made by the Corporation to the Government for the grant of a loan of Rs. .....for the purpose of.....

And whereas Government were pleased in their order No. .....dated ..... to sanction a loan of Rs. .....to the Corporation, subject to the terms and conditions specified therein.

And whereas the Corporation have unconditionally accepted the said terms and conditions and have approached Government for the payment of the said sum of Rs..... sanctioned as above.

Now this identure witness the as follows.—

1. Government Order No. .....dated ..... sanctioning the loan of Rs. ..... shall be treated and read as part of this agreement.

2. In pursuance of the aforesaid order of Government and in consideration of the sum of Rs.....paid to the Corporation by Government (the receipt of which the Corporation hereby acknowledge)the Corporation hereby covenant with Government to pay the Government the sum of Rs..... with interest thereon at the rate of.....per cent per annum computed from the date of these presents, by equal annual—half-yearly—quarterly instalments of Rupees..... of principal and interest combined of Rs..... each whereof the first instalment shall be paid on the .....day of..... and a like instalment shall be paid on every subsequent ..... day of .....every year until the said ..... instalments shall have been paid on the said loan of Rs..... with interest thereon shall have been fully discharged.

3. It is hereby further agreed that every payment to be made under these presents shall be made at .....

(Any other special conditions may be put in here).

In witness whereof the common seal of the Corporation was hereto affixed the day and year first above written.

The Common seal of the abovenamed. .....
Municipal Council or District or Taluk Board .....
was hereunto affixed at a meeting of the said council and in pursuance of a Resolution for this purpose duly passed at such meeting in the presence of

President.

Vice-President.

Form 62 (New.)

APPENDIX XV—PARA 15.

Loans for the restoration of Minor Tanks.

Plus and minus memo of transactions in the.....District for the month of.....

Serial No.	Name of Taluk	Opening balance	Outlay during the month	Total including balance	Recoveries during the month		Closing balance of loan [difference between columns 5 and 6]	Remarks
					Towards principal	Towards interest if any		
1	2	3	4	5	6	7	8	9
		Rs. p. a.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
	Total ..							

No.....dated.....

Forwarded with compliments to the Comptroller in Mysore, Bangalore.

Deputy Commissioner,
.....District.

NOTE OF POSTING OF CORRECTIONS.

	Serial number of correction
	Date of correction
	Appendix or Form affected
	Date of receipt
	Date of posting
	Initials of poster
	Serial number of correction
	Date of correction
	Appendix or Form affected
	Date of receipt
	Date of posting
	Initials of poster

NOTE OF POSTING OF CORRECTIONS.

Serial number of correction	Date of correction	Appendix or Form affected	Date of receipt	Date of posting	Initials of poster	Serial number of correction	Date of correction	Appendix or Form affected	Date of receipt	Date of posting	Initials of poster

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Serial number of correction	Date of correction	Appendix or Form affected	Date of receipt	Date of posting	Initials of poster	Serial number of correction	Date of correction	Appendix or Form affected	Date of receipt	Date of posting	Initials of poster

WD 1540—GPB—3,000—24-8-27